Asiel Z.R. Joseph

Address: Building 15, Apartment 3-4 South, Maloney Gardens, Dabadie.

Phone: (868) 712- 7438 ~ Email: [asiel.josef@gmail.com](mailto:asiel.josef@gmail.com)

OBJECTIVE:

I am seeking a competitive and challenging work environment where I can serve your organization and expand my skills and knowledge.

KEY SKILLS:

* Proficient typing skills
* Basic computer skills and a knowledge of relevant software packages
* A polite phone disposition
* The ability to work under pressure and with deadlines
* The ability to work independently and as part of a team
* Self-motivated

WORK EXPERENCE:

• Data Entry Clerk –Processing Department

On The Job Training Programme (OJT)

Student Vacation Internship - TTPOST

Updated, maintained and retrieved information held on computer systems and also transfer information

on paper to computer files.

EDUCATION:

* St. Francois Girls College 2008 – 2013
* St. Francois Girls College- Form Six 2013 – 2015

QUALIFICATIONS:

CSEC SUBJECTS

Mathematics Grade one

English A Grade one (with distinction)

English B Grade one

Spanish Grade two

Biology Grade two

Chemistry Grade three

Physics Grade three

CAPE SUBJECTS: UNIT 1

Caribbean Studies Grade three

Literatures in English Grade four

Chemistry Grade five

Biology Grade five

CAPE SUBJECTS: UNIT 2

Communication Studies Grade two

Literatures in English Grade four

Chemistry Grade four

Biology Grade three

REFERNCES

* Mrs. Renuka Sagramsingh-Sooklal

Attorney-at-Law

1.868.766.6926

* Mrs. Sandra Amour

Principal

1.868.751.7071