Alicia Kimba Reid

Contact Details

Lp #7A, Unity Road, Richplain Road,

Diego Martin

Trinidad West Indies

Home: 1-868-632-3051

Mobile: 1-868-495-7510

Personal Statement

To work hard and smart, therefore becoming efficient in what I do.

Work History

Servus Ltd c/o Guardian Group

April 01st 2014 – Present

Administrative Assistant II

* + Customer Service
  + Telephone Operator
  + Data entry
  + Manage incoming/outgoing mail

Telecommunications Services of Trinidad and Tobago

October 28th 2010 – April 11th 2013

Customer Service Representative

* + Scheduling/cancellation of appointments
  + Telephone Operator
  + Data entry
  + Outbound and inbound sales

Cardiovascular Associates (Doctor’s Inn)

September 2008 – April 2010

Administrative Assistant/Filing Clerk

* + Scheduling/cancellation of appointments
  + Filing
  + Data entry
  + Typing of memos/medical documents/referral letters
  + Telephone operator

Wonderful World Limited

February 2008 – September 2008

Customer Service Representative

* + Customer Service Representative/Sales

People's Gear and Accessories Ltd.

May 2007 – January 2008

Administrative Assistant

* + Payroll
  + Filing
  + Data entry
  + Sales

United Colors of Benneton

February 2006 – December 2006

* + Customer Service Representative/Sales

Payless Hardware & Electric Store

January 2001 – December 2003

Customer Service Representative/Sales

Education

* U.W.I Open Campus - Present (online)

ASc Administrative Professional Office Management

* Private Student - Present

Mathematics (CXC)

* Diego Martin Finishing School (2000-2001)
* South East Port of Spain Secondary School (1995-2000)

Qualifications

English A 1

Spanish 2

Social Studies 2

Principles of Business 3

Visual Arts 3

Human and Social Biology D

Referees

* Fazia Barker – [CSR Supervisor, TSTT]

Tel: 2960557

* Makeda Sandy– [CSR Supervisor, Cardiovascular Associates]

Tel: 6248934

* Aaron Affan – [Tax Accountant, Integrity Commission of T & T]

Tel: 6328057/7398669