**Resume**

Name: David Jamal Prime

**Personal Data**

Address: 123 Bamboo Village La Romain

Email: [**davidjamalprime@ymail.com**](mailto:davidjamalprime@ymail.com)

Telephone: 1 (868) 799-3260 (Cellular)

**Career Goals**

To develop my skills by working in any department, with the view of promotion to a higher administrative positions as I gain more work experience.

**Education**

**2010-2015** Debe Secondary School

**Caribbean Secondary Education Certificate (CSEC)/O’Level**

**Grades**

Mathematics **I**

English A **I**

Principles of Business **I**

Principles of Accounts **I**

Office Administration **II**

Information Technology **I**

English B **III**

Integrated Science **III**

**2015-** School Of Business & Computer Science

**Skills**

* Computer literate
* Efficient in Microsoft Word and Excel
* Communication Skills
* Knowledge of computer hardware and software