**Curriculum Vitae**

**NIRUPA SONNYLAL**

**Address:** #93A Dyers Village, Buen Intento Road, Williamsville.

**Telephone:** 324-4251 / 328-7443

**Date-of-Birth:**  17th July, 1977.

**Marital Status:** Married.

**Experiences:**

* **THE MYERSON COMPANY LIMITED**

**Distribution Assistant (2004-Presently)**

* **Functions as T.I.M.S. operator by entering data onto system**
* **Preparing Shipping documents such as Packing Lists, Invoices, etc.**
* **Picks and collates customer orders by comparing count of items to customer order and packing lists, noting any discrepancies.**
* **Receives finished products by unloading trolleys, accepting deliveries and separating out backorders.**
* **Acting as Supervisor on behalf of department manager when away or on vacation.**
* **Any other duties assigned by department head.**
* **I.R.B.C. COMPANY LIMITED**

**Secretary to Marketing Manager (2002-2003)**

* Responsible for keeping of records sales
* Taking Minutes of Meetings
* Liaising with customers on Improvements on Products and Sales
* Preparing Caricom Invoices for Shipments.
* **HALL OF JUSTICE KNOX STREET PORT-OF-SPAIN**

**Secretary to Madam Justice Amrika Tiwary (2002)**

* Responsible for Typing of judgments
* Responsible for filing
* Liaising with clients
* Setting up of meetings and meeting deadlines.

**Education: 1990-1993 Princes Town Junior Secondary School (PTJSS)**

**1993-1995 Princes Town Senior comprehensive School (PTSCS)**

**CXC – CERTIFICATE OF EDUCATION EXAMINATION**

**QUALIFICATIONS:**

* **ENGLISH LANGUAGE**
* **TYPEWRITING**
* **MATHEMATICS**
* **PRINCIPLES OF BUSINESS**
* **HUMAN & SOCIAL BIOLOGY**
* **OFFICE PROCEDURES**

**OTHER CERTIFICATES**

**BORDERCOM INTERNATIONAL COMPUTING SCHOOL**

* **Advance Certificate in Ms. Word**
* **Advance Certificate in Ms. Access**
* **Advance Certificate in Ms. Excel**
* **Certificate in Computer Literacy**
* **Peachtree Accounting (Basic)**

**References:**

* **Mrs. Pamela Sookram Rampersad – Operations Manager**

**Massey Energy.** [**Tel:-**](Tel:-) **756-1009**

* **Mr. Valmiki Ramsingh – Marketing Manager/Consultant.**

[**Tel:-**](Tel:-) **379-7217**

* **Mr. Ramchand Gunness – Petroleum Inspector Bp.**

[**Tel:-**](Tel:-) **655-4051**