CURRICULUM VITAE

**Zana Carrington**

**#14 Ridge View Housing Development, Gomez Trace**

**St. Mary’s Village, Moruga Road.**

**Email:** [**zanacarrington@yahoo.com**](mailto:zanacarrington@yahoo.com)

**Telephone: 1-868-312-6342 / 1-868-331-8685**

**Date of birth: 18 June 1995**

**Nationality: Trinidadian**

**Objective:** To enhance my knowledge and skill to the best of my ability and to become more successful in everything and anything I do and want to do.

**Education:** St. Mary’s Government Primary School 2000- 2007

Barrackpore West Secondary School 2007- 2014

**Qualifications:** CAPE – Caribbean Advanced Proficiency Examinations (A LEVEL)

(Unit 2)

September 2013- June 2014

Caribbean Studies Grade IIII

Economics Grade VI

Sociology Grade IIII

Management of Business Grade III

CAPE – Caribbean Advanced Proficiency Examinations (A LEVEL)

(Unit 1)

September 2012- June 2013

Communication Studies Grade II

Economics Grade V

Sociology Grade V

Management of Business Grade IIII

C.S.E.C- Caribbean Secondary Examinations Council (O level)

September 2011- June 2012

English Language (A) Grade II

Mathematics Grade III

Office Administration Grade I

Electronic Document Preparation and Management (E.D.P.M) Grade II

Integrated Science Grade I

Social Studies Grade II

Principles of Accounts Grade V

Principles of Business Grade I

` Human and Social Biology Grade III

**Training**

**January 2013- July 2013**

* Youth Training and employment Partnership Programme (YTEPP) Ltd

Certificate in Child Care Attendant with Career Enhancement

Certified by the National Examination Council (NEC)

**Experience:** 1. **Horizon Environment Services Limited- January 2015- Present**

Administrative Assistant/ Receptionist

Administrative /Receptionist Duties:

* Records Management
* Answering telephone and referring inquires
* Interacting with Customers and suppliers for Purchases/ Information
* Preparation of monthly Statutory documents for different companies i.e. NIS and Health Surcharge and TD4’s.
* Quotations, Letters and Purchase Orders
* Reporting to superior with relevant information and carrying out given task
* Stock/ Equipment Inventory
* Issuing Job Letters and having them signed by the Managing Director
* Recording of minutes
* Assisting the accountant with information and bills as requested
* Any job- related activity requested by the manager
* Welcomes visitors by greeting them, in person or on the telephone
* Make coffee for person attending meetings
* Sends email and faxes

**2. Horizon Investments Limited- January 2015- Present**

Administrative Assistant

* Preparation of monthly Statutory documents for different companies i.e. NIS and Health Surcharge
* Any job- related activity requested by the manager
* Sends email and faxes

**3. Prespa Coral Limited- June 2015- Present-(CEPEP Contractor)**

Administrative Assistant

* Records Management
* Answering telephone and referring inquires
* Preparation of monthly Statutory documents for different companies i.e. NIS and Health Surcharge and TD4’s.
* Stock/ Equipment Inventory
* Issuing Job Letters and having them signed by the Managing Director

**4. Hand Arnold Ltd. July – August 2013- November - December 2013**

Merchandiser

* Ensuring correct pricing for all the products at retail level via regular price checklist
* Liaising with the customers to determine their needs or the area where problems needed to be solved
* Assisting with the handling of the replacement and or credit for damaged or expired products and following up in same
* Completing Daily Call Sheets in full and submitting these to the Marketing manager
* Performing any other functions that management may from time to time assign

**5. Persad’s Bright Ideas (upstairs the Supermarket) - November 2012- December 2012**

Sales Clerk

* Sets up advertising displays or arranges merchandise on counters or tables to promote sales.
* Stamps, marks, or tags price on merchandise
* Obtains merchandise requested by customer or receives merchandise selected by customer.
* Answers customer's questions concerning location, price, and use of merchandise
* Wraps or bags merchandise for customers.
* May calculate sales discount to determine price
* Assist customers in locating the merchandise they need.

**6. Assistant to a Merchandiser of Hadco Ltd.**

* Part time and on Weekends
* Assists in any duties requested
* Helps in promotion of goods
* Assists customers
* Ensure pricing on all companies goods

**Special interests:** Reading, learning new things, communicating with new people.

**References:** Mr. Daryll Ragbir

Economics Teacher

Barrackpore West Secondary School

1-868-758-447

Reverend Mother Wendy Blackwell

Mother of St. Christine’s Spiritual Baptist Church.

Indian Walk Road, Princes Town.

Telephone: 1-868-334-4991

Violet Thompson

Public Servant

Public Service Commission

#10 Dubarry Street, Fyzabad

1-868-746-5080