KENDA GRANT-ENO

#76 Bryant Street

Striker’s Villas

New Village

Point Fortin

Contact Nos: 725-7092/396-2602

**Personal Profile**

I am highly driven, enthusiastic and conscientious individual, who is seeking opportunities to further my career and skills.

**Education and Qualification**

**Institute of Tertiary Tutors**

Presently Pursuing: Diploma in Administrative Management at Institute Tertiary Tutors

March 2013 Professional Certificate in Project Management at SBCS

1993 - 1996 Point Fortin Junior Secondary School

1996 - 1998 Point Fortin Secondary School

**Caribbean Examination Passes**

Principles of Accounts

Principles of Business

English A

**Other Skills**

Proficient in Internet and Computer Applications

**Employment History**

August 2011 – May 2015 Transworld Services, Chacon Street San Fernando

**Position:** **Document Processing/Data Entry Clerk**

**Responsibilities:**

* Inputting of accurate data of shipping documents.
* Arranging and processing of documents to be sent down to custom.
* Photocopying, scanning and emailing of documents.
* Calculating of figures for Clients.

July 2009 – January 2011 Ministry of Customs and Excise Division, San Fernando

**Position:** **Data Entry Operator**

**Responsibilities:**

* Inputting of accurate data of shipping and overtime documents.

January 2008- June 2009 Hilo Food Store Gulf City

**Position:**  **Cashier**

Dec 2006 – July 2007 3 Store United Kingdom Ltd (Mobile Company)

**Position**: **Customer Service Representative**

**Responsibilities:**

* Giving world class customer service to everyone who visits my store and will share best practice with team mates.
* Taking pride in working as a team, ensuring I achieve the highest standards as set by my manager
* Numerous administrative tasks i.e.: cash management, report management and inventory of stock.

Nov 04 – Dec 06 Dixons Store Group United Kingdom

**Position:**  **Customer Service Representative**

Jan 02 – Dec 02 L tech Point Fortin

**Position:** **Clerical Assistant**

**Responsibilities**:

* Typing of Personal Documents
* Photocopying
* Cashing up tills
* Taking calls

I effectively demonstrate a high level of motivation, resilience and drive for achievement for both myself and fellow colleagues.

**References**

Ms Monica Joseph

Human Resource Manager

Customs and Excise

Tel No: 708-1388

Mrs Roxanne Alves

Tracmac

Tel No: 302-6452