**CHERISH HENRY**

#4 Cassia Street, Southern Gardens, Point Fortin

[cherishhenry.321@gmail.com](mailto:cherishhenry.321@gmail.com)

(868) 361-3308

**OBJECTIVE:**  To fill the available position, and upon doing so, do my best by providing great service that contributes to the development of the company and satisfaction of customers while maintaining the company’s standards and procedures.

**EDUCATION:**

2016 **National Energy Skills Centre**

Digital Literacy 93%

MS Word 2013 A

2003 – 2004 **Open Bible High Grade**

Principles of Business 2

Social Studies 2

1998 – 2003 **Cedros Composite School**

English 2

Mathematics 3

Principles of Accounts 3

Integrated Science 3

Spanish 3

**WORK EXPERIENCE:**

2014 – 2015 **Office Administration – Security Executive Surveillance and Law-Enforcement**

* + - Entering data of vehicle logs, employee roster schedules, and diesel trucks.
    - Emailing, Filing, Telephone duties.
    - Performing sentry duties at assigned locations.

2012 – 2013 **Western Union Customer Service Representative – Persad’s Investment Ltd.**

* + - Inbound and Outbound transactions (Cash and Debit).
    - Bill payments for customers by using the Bill Express system (Cash, Debit, Visa).
    - Currency exchange transactions by using the FX-trader system.

2007 – 2009 **Supervisor/Cashier – Persad’s Investment Ltd.**

* + - Authorize certain purchases.
    - Scan, Cash and Pack goods.
    - Supervise cashiers and packers, monitor front floor procedures.

**REFERENCES:**

Bevon Edwards Kelvin Bernard

Sergeant (Ag) #17234 Estate Sergeant

Petrotrin Police Maintenance Training and Security

Santa Flora Point Fortin

303-5719 330-3757