**CURRICULUM VITAE**

**AVERIL REGINA CHARLES-RAMGOOLAM**

**PERSONAL DETAILS**

**Address:** 18 Hilda Lazzari Terrace

Les Efforts East

San Fernando

**Mobile:** 337-3683 / 350-0374

**D.O.B:** 2nd January, 1980

**E-mail:** averilcharles@hotmail.com

**Nationality:** Trinidadian

**SKILLS & ACHIEVEMENTS**

**Leadership**

* 10+ years’ management experience in business. Directed day to day activities both in office and warehouse.
* I played an active part in motivating employees and maintaining the day to day operations.
* I delegated responsibilities without conflict.
* I planned, organized and carried out daily operations of the business.
* I offered incentives to motivate employees helping maximize their performance.
* From my tutoring skills I have learnt much patience; I can be firm and assertive yet respectful and kind.

**Commercial**

* Exposure to business kept me well versed in principles related to finance.
* Able to prepare necessary account payables, receivables, and relevant documents.
* Knowledgeable about the banking sector.
* I understand the importance of sustainability and diversity in the business sector.

**Effective Communication**

* Interaction with customers/clients helped improve my communication skills.
* I have learned to be persuasive during negotiations with customers/clients.
* I have developed good written skills from being entrusted with secretarial work.
* I am able to converse with persons of various backgrounds and all age groups.

**Problem Solving**

* Managing a business taught me to stay collective and calm in challenging situations allowing the resolution process to happen in a timely manner.
* I was able to find amicable solutions with employees maintaining a comfortable working environment.
* I am a strategic planner.
* I can multi-task which means I can function in a fast paced environment competently.

**Team Working**

* Worked effectively and successfully as part of a team in business and at my various places of employment.
* Planning of successful events alongside the various voluntary groups I am associated with.

**Technical**

* Some knowledge of Microsoft Word, PowerPoint, Excel.
* Internet use.

**EDUCATION**

**School of Practical Accounting Services** July 2000

***Grade B***

Introduction to Accounts

Practical Book- keeping

Finalisation of Accounts

Interpretation of Accounts

VAT, Income Tax, Payroll

**School of Accounting & Management** Sept 1997 – Jun 1998

***Association of Accounting Technicians***

*AAT National Vocational Qualification*

Recording and Accounting Cash Transactions

Recording and Accounting Credit Transactions

Recording Payroll Transactions

Data processing

Communicating for Accounting

Monitor and Maintain a Healthy, Safe and Secure Workplace

Create and Maintain Effective Working Relationships

Store, Retrieve and Supply Information

Contribute to the Effectiveness of the Workflow

**CXC O’Level: 6 Achieved** Jun 1997

Principles of Business (ONE), English A (TWO),

Mathematics (TWO), Agricultural Science (TWO),

Geography (THREE), Biology (THREE).

**SKILLS / TRAINING**

**Ministry of Community Development**

Certificate in Advanced Computer Repairs Mar 2015 - Aug 2015

Certificate in Basic Computer Repairs Mar 2014 - Aug 2014

Certificate in Cosmetology Mar 2014 - Aug 2014

Certificate in Landscaping and Ornamental Plants Mar 2014 - Aug 2014

Certificate in Furniture and Upholstery Mar 2011 - Aug 2011

Certificate in Linen and Drapery Mar 2007 - Aug 2007

Certificate in Counselling Oct 2001 – Dec 2001

**EMPLOYMENT**

**PRIVATE TUTOR** Sept 2014 – Present

**SIGAR LIMITED** Jun 2002 – Sept 2008

Director

Administrative and Clerical

**ST. ANTHONY’S TAXI CAB ASSOCIATION** Feb 2001 – Apr 2001

Accounts Manager

**NEALCO REAL ESTATE** July 2000

Secretary

**FONG’S SUPERMARKET** Sept 1999 – Dec 1999

Cashier

**POSITIONS OF RESPONSIBILITIES**

**FYZABAD COMMUNITY COUNCIL** March 2015 – Present

Education Officer

**SAN FERNANDO COMMUNITY NETWORK** Aug 2010 – Dec 2015

President

**ACKBAR TRACE VILLAGE COUNCIL** Mar 2008 – Mar 2012

Treasurer

**INTERESTS**

Reading Cricket Travelling Teaching Swimming

**REFERENCES**

Mr. Josh Drayton Mrs.Tara Lalgee

Lecturer, Director Tranparency International Retired School Principal

Town House #2 20 Dandy Lane,

Dinsley Courts, Siparia.

Trincity.

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