**PERSONAL Marital Status Date of Birth**

**INFORMATION:** Single 25th January 1985

**OBJECTIVE:** To significantly add to the successful development within your organization. This shall be achieved by utilizing theoretical knowledge gained and practical skills developed in order to contribute to your organizational objectives.

**EDUCATION:** Presently Pursuing

**Association of Certified Chartered Accountants (ACCA)**

Level II

*Successfully Completed*

* Tax

*Currently pursuing*

* Financial Reporting
* Corporate and Business Law
* Performance Management

(2001-2003)

**Point Fortin Senior Secondary School**

Cambridge GCE ‘A’ Level

(1996-2001)

**Vessigny Government School**

Caribbean Examinations Council (CXC)

* Mathematics
* English
* Integrated Science
* Geography
* Principle of Accounts
* Principle of Business

**Computer Literacy**

Microsoft Office Suite (Word, Excel, PowerPoint)

**WORK EXPERIENCE: July 2010 – October 2016**

Councillor

Electoral District New Village

Point Fortin Borough Corporation

(2007- July 2010)

Judiciary of Trinidad and Tobago

Port of Spain Magistrates Court

***Acting Clerk II:*** CMO I

* + - * Provides administrative support to assigned magistrate/s
      * Prepares daily statistics of court hearings
      * Ensures recording system (ADR) is working efficiently on a daily basis

**Departmental Rotation:**

***Acting Cashier II***

• Collection of fines and maintenance receipts

• Issuing of cheques, compensation and maintenance to customers

* Daily record of each days activities

(2006 – 2007)

**Data Entry Clerk / Accounts Clerk**

Hi Lo Food Stores

Head Office

Wrightson Road, POS

**INTERESTS AND**

**ACTIVITIES**  • Ballroom dancing, reading, drama and communicating with others

**REFERENCES:** References will be made available upon request.