**Janiesa Amrika Madho**

**#11 Bandoo Trace, Union Village, Claxton Bay.**⚫ (868) **754-1111**

PERSONAL

Date of Birth: April 3rd 1995

Marital Status: Single

Objective

To contribute as a valuable member in an organization with a proven track record, applying my skills and knowledge, while becoming a valued asset to the organization and ultimately become a highly qualified and respected employee to any employer.

**WORKING EXPERIENCE**

* Tile Depot Ltd

Sales Clerk/Cashier

June 2015- Aug 2016

Responsibilities-

Sales Clerk

* Arranging the Showroom
* Dealing with Customers
* Assisting with Placing Orders
* Creating Invoices

Cashier

* + Closing Day End Sales
  + Sales Summary Reports
  + Daily Deposits
  + Collections
* Mohammed & Sons Tailoring

Assistant

2013-2015 Part Time

Responsibilities-

* + Closing Day End Sales
  + Sales Summary Reports
  + Dealing with Customers
  + Ordering Materials

Education

2014- Present- The University of the West Indies

2007-2014 Waterloo Secondary School

2000- 2007 Vistabella Presbyterian School

Academic Accomplishments

2012-2014 Waterloo Secondary School

* **Cape A ‘Levels. Subject obtained**:

Caribbean Studies – Grade 5

Communication Studies – Grade 4

Accounting Unit 1 - Grade 2

Accounting Unit 2- Grade 4

Environmental Science Unit 1- Grade 4

Environmental Science Unit 2 – Grade 3

Management of Business Unit 1- Grade 4

Management of Business Unit 2 – Grade 4

2007-2012 Waterloo Secondary School

* **CXC O’Levels Subject obtained**:

Mathematics – Grade 2

English – Grade 3

Principles Of Accounts – Grade 2

Principles Of Business – Grade 2

Spanish – Grade 4

Geography – Grade 4

Integrated Science – Grade 2

* **On-The-Job Training**

**Introduction to Aquaponics**

July- August 2014

Technical Skill

Business Acumen Skills

Skills and Competencies

* Microsoft Office

Affiliations

* Member of: OLPH Roman Catholic Church San Fernando

Hobbies

* Swimming, Hiking, Reading

References

Jerome Ramdahin

Science Teacher

Waterloo Secondary

N. Mohammed

Manager

Mohammed & Sons Tailoring

868-783-3731

Mr. Bassaw

Business Owner

Tile Depot

868-681-5567