**Career Objective:**

* I am an ambitious and personable individual who wants to use her skills and education to help in the improvement and goal reaching task of the organization.

**Education:**

* University of the Southern Caribbean

September 2016- Present

-Bachelor of Science in Social Work

* College of Science, Technology and Applied Arts of Trinidad and Tobago

September 2013- December 2015

- Associate in Literature in English

* School of Practical Accounting

July 2012-September 2012

-Completed Introduction to Excel and Introduction to Computers

* School of Business and Computer Science (SBCS)

January 2011-June2012

-Completed Foundations in Accounting

* Malabar Secondary School

September 2005- June 2010: GSEC

* English A-Grade One
* English B-Grade One
* Human and Social Biology-Grade Two
* Information Technology-Grade Two
* Mathematics-Grade Two
* Principles of Accounts-Grade One
* Principles of Business-Grade One
* Spanish-Grade Three

**Experience:**

* Ferreira Optical Ltd.

May 2013- July 2016

* Accounts Clerk III/ Inventory Clerk

My responsibilities involved advising and assisting branch members with system related issues concerning stock or any customer queries. Also assist the members of the department with any work related issues. Help organize the stock taking procedure for the branches, as well as do audits during stock taking. Track inventory moving from branch to branch and also from the frame stock room. As well as correct any problems and unexpected situations that might occur with the handling and distribution of stock.

January 2014- September 2014

- Frame Stock Room Clerk

This job allowed me the opportunity to manage the distribution and organizing of stock in the stock room and throughout seven branches. As well as liaise with local suppliers and managers for the replenishment of stock and also the organizing of the appropriate quantity that should be available and stocked in the stock room.

Chanka Seeterram & Co.

January 2013- May 2013

- Auditor

My daily task was the auditing of expenses for major companies and assisting the Auditing Manager in preparing final audit reports for the companies.

* Ministry of the People and Social Development

August 2012- December 2012

-Clerical Assistant

My responsibilities included providing assistance to Social Support Officers, recording of client’s information and collecting information to help with Liaison Officers case reports.

* Rituals

January 2012-August 2012

* Barista/ Cashier

Responsible for serving the customers, cashing out their purchases and assisting in any other way possible that may be needed.

**Volunteer Experience:**

* Peer Councilor

I volunteered as a peer counselor during my last two years of secondary school. My duties involved writing and organizing plays and speeches about safe sex, drug abuse and crime. Talking to students about the different ways in which they can stay away from drugs and also how they can help a person suffering from drug addictions.

**Reference:**

* Mr. Jefferson Bhowram

Tel: 290-4566

Collections Officer (Ferreira Optical Ltd.)

* Mrs. Ayanna Kam-Kin Pereira

Tel: 669-0023 extension: 1210

Administrative Officer (Ferreira Optical Ltd.)

* Mrs. Cheryl St. Bernard

Tel: 481-5323

Accounts Supervisor (Ferreira Optical Ltd.)