**Name**: Curlian Goodings-Browne **Address**: #9 Humming Bird Avenue, Lisas Garden, Couva **Email**: [brisis2@yahoo.com](mailto:brisis2@yahoo.com) **Telephone**: 735-3824 **Date of Birth**: May 8th 1986 **Family:** Married, 1 child **Education:** **Secondary School**: San Juan Secondary School, 5 cxc o’levels 2001-2003 National Energy Skills Centre, Microsoft Office 2005-2006 **Work Experience**: **K.S Chinpire** **Contracting Serv. Ltd**. As a Stores Clerk being responsible for taking inventory of outgoing and **2012…** incoming tools and materials, placing orders to replace diminished stock, also receiving new stock and tagging them, making regular checks on tools to ensure they are in good working order liaising with supervisor to ensure the tools and materials bought for their use are adequate for the various jobs. **Pharma-Vet Enterprises**: **2011-2012** As an office assistant I was responsible for the inventory of stock, taking orders and generating bills for goods, ensuring the delivery trucks are stocked with accurate orders and bills, the vehicles are maintained, ensuring outstanding payments are received and balancing the creditors and debtor’s ledger.

**Medicine Corner Pharmacy**: **2009-2011** As a customer service representative and cashier assisting customers with their queries , taking stock of goods, and balancing the daily sales. **Ross Budget Drugs**: **2006-2008** As a TTPOST representative and a supervisor I rostered employee’s hours, dealt with the daily floats and sales, ensuring the shelves was stocked, opening and closing the store, placing orders for goods, making daily cash deposits and handling customer’s queries.