**Shanika St Rose**

No. 8 Toucan Drive River Estate, Diego Martin - (868)373-4860

Email: [kar.aud.cox@gmail.com](mailto:kar.aud.cox@gmail.com)

**OBJECTIVE**

To obtain a position in your institution that will enable me to enhance and expand my knowledge and skills, while, still being an asset to your company.

**WORK EXPERIENCE**

**Wonderful World (Contract)**  **January 2016-October 2016**

**Warehouse Assistant**

Duties included:

|  |  |
| --- | --- |
| * Organizing and maintaining records of inventories up to date. | * Handling delicate and sensitive products with utmost care. |
| * Data entry * Keeping neat and clean warehouse premises. | * Integrating best practices in handling warehouse materials. |
| * Monitoring and managing inventory control. | * Quality assurance works |
| * Providing clerical support |  |

**Macfoods**  **June 2015-November 2015**

**Warehouse Assistant**

Duties included:

|  |  |
| --- | --- |
| * Organizing and maintaining records of inventories up to date. | * Handling delicate and sensitive products with utmost care. |
| * Data entry * Keeping neat and clean warehouse premises. | * Integrating best practices in handling warehouse materials. |
| * Monitoring and managing inventory control. * Providing clerical support | * Quality assurance works |
|  |  |

**Massy Stores 2014-2015**

**Cashier**

Duties included:

|  |  |
| --- | --- |
| * Customer service * Data entry * Responsible for balancing cash drawer documents * Organizing documents * Administrative duties | * Answering phones * Aiding supervisors where needed * Filing * Resolving costumer issues * Verifying credit acceptance of customers |
|  |  |

**Hilton Trinidad 2012-2013**

**Waitress (On call)**

Duties included:

|  |  |
| --- | --- |
| * Customer service | * Filing |
| * Data entry * Responsible for balancing cash drawer * Answering phones * Aiding supervisors where needed | * Resolving customer queries * Verifying credit acceptance of customers |

**Ministry of Education (Contract)**  **2011-2012**

**Clerical Assistant**

Duties included:

|  |  |
| --- | --- |
| * Customer service | * Filing |
| * Data entry | * Working with strict deadlines |
| * Protecting organization's value by keeping information confidential | * Record keeping of all incoming and outgoing correspondence |
|  | * Resolving processing problems |

**Grill Express July/August 2012**

**(Vacation Employee)**

Duties included:

|  |  |
| --- | --- |
| * Customer service | * Filing |
| * Data entry * Responsible for balancing cash drawer * Answering phones * Aiding supervisors where needed | * Resolving processing problems * Verifying credit acceptance of customers |

**EDUCATION**

2013-Present **Trinidad and Tobago Hospitality & Tourism Institute**

***Certification***

Introduction to Hospitality and Tourism

Culinary Management

Food and beverage Management

Fundamentals of Communication

Business Math

Quality Customer Care

Applied Information Technology

Purchasing and Cost Control

***Other Certification***

Customer Service

Information Technology

2005-2010 **South East Port of Spain Secondary School**

CSEC- 5 Passes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Exam Type*** | ***Proficiency*** | ***Subject*** |  | |
| **CSEC** | **General** | **Home Management** | |  |
| **CSEC** | **General** | **Social Studies** | |  |
| **CSEC** | **General** | **Mathematics** | |  |
| **CSEC** | **General** | **English A** | |  |
| **CSEC**  **CSEC** | **General**  **General** | **Food and Nutrition**  **Principles of Business** | |  |

**STRENGTHS & ABILITIES**

|  |  |
| --- | --- |
| * Keen attention to detail * Highly motivated and efficient * Customer service | * Basic computer skills * Remarkable team work skills * Forward thinker |
| * Excellent communication and interpersonal skills * Analytical and Problem Solving Skills | * Learning agility: Quick learner |
|  |  |

**REFERENCES**

|  |  |
| --- | --- |
| Ms. Roxanne George  Paralegal Assistant  Land Settlement Agency Orange Groove  Trincity  *Tel*: 729-1525 | Ms. Marie Eligon  Travelling Officer  Ministry of Education  Frederick Street,  Port of Spain  *Tel*:686-5226 |
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