Roxanne Rajkumarie Samaroo

48E Valley View Road Gasparillo | C: 868-620-3487 | Email:[roxanne.samaroo@hotmail.com](mailto:roxanne.samaroo@hotmail.com)

**Objective**

To ensure that all goals put before me are achieved in a professional and timely manner.

**Work Experience**

Ministry of Tertiary Education and Skills Training   
(MTEST) Gasparillo Sub-Regional O.J.T Office 5th May 2015 – 30th December 2015

Contact Persons

Ms. Allison Garcia-Jaggernauth – 868 290-5151

Ms. Francisca Lemessy (Operations Officer) – 868 653-3631/ 868 652-7854

Position: Office Assistant/Data Entry Clerk

Duties Assigned

1. Data Entry
2. Typing of Letters and Contracts
3. Using the Information Systems
4. Correspondence
5. Reception
6. Interviews and Registration
7. Liaising with Operations Officer
8. Customer Service

An-Ram Enterprises 2nd June 2014 – 4th May 2015

Contact Person

Mr. Anil Ramjit (Director) – 868 327-0978 / 868 225-2277

Position: Clerical Assistant

Duties Assigned

1. Timesheets
2. Typing of Letters
3. Call Cards
4. Printing
5. Reception
6. Customer Service
7. Scheduling Meetings

**Education**

**University of Trinidad and Tobago** September 2012 – May 2016

Bachelors of Education – TVOC Business Education Cum Laude

**Shiva Boys’ Hindu College**  September 2010 – July 2012

CAPE Year 1

Accounting Unit 2 Grade Five

Economics Unit 1 Grade Five

Communication Studies Unit 1 Grade Two

Management of Business Unit 1 Grade Four

CAPE Year 2

Accounting Unit 1 Grade Three

Economics Unit 2 Grade Five

Caribbean Studies Unit 1 Grade Five

Management of Business Unit 1 Grade Four

**Gasparillo Secondary School** September 2005 – July 2010

CSEC

Mathematics Grade Two

English A Grade One

Principles of Business Grade Two

Principles of Accounts Grade Three

Office Administration Grade Two

Information Technology Grade Two

Integrated Science Grade Two

**References**

Mr. Ramlogan Palloo

Retired Principal/ President of Palmyra Shiv Mandir

868 653-3420

Ms Gaitree Persad

Teacher 2 Gasparillo Hindu School

868 650-0084