## **Wendy Karamath**

**344-4819**

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| SUMMARY |
| A highly resourceful, organised and self-motivated university student with a considerable amount of knowledge regarding administrative and customer service procedures. Sound knowledge of warehouse and inventory operations such as responding to requisition forms, picking and dispatching goods according to standard procedures and recording goods transferred. |
| SKILLS AND ABILITIES |
| Core Skills   * Data management * Inventory management – stock control and audits, maintaining computerized and paper-based files * Team player – able to work with large and diverse teams * Ability to type 50+ words per minute * Leadership skills developed through work experience – student mentoring and tutoring  |  | | --- | | EDUCATION |   International Advanced Diploma in Computing Studies, NCC Education, Manchester, United Kingdom, 2011 to 2013   * Enterprise Networking, Internet Security, Internet Systems Administration, Systems Analysis & Design, Managing Business Projects   Microsoft Office Suite 2007 and PC Repairs, CTS College of Business & Computing Studies, Chaguanas, Trinidad, 2009 |
| WORK EXPERIENCE |
| MODE ALIVE TRADING LIMITED, Patraj Trace, El Socorro  Inventory Clerk, August 2016 to October 2016 (temporary)   * Processing of all inventory transactions, according to established procedures, on the computer database consisting of Delivery Notes, Inter-Warehouse Transfers, Stock Adjustments etc * Receive all stock purchases on computer database according to established procedures. * Investigate and make corrections to stock differences (after approval) as variances arise * Co-ordinate spot checks (physical counts) of inventory items, on a weekly basis. * Standing, lifting and climbing in the Warehouse to conduct physical spot checks and other activities * Offloading of 20ft and 40ft containers – checking bar codes, bale numbers and other relevant information   MINISTRY TERTIARY EDUCATION AND SKILLS TRAINING, Carapichaima ASJA Primary  CAC Assistant, March 2015 to July 2016  AVON PRODUCTS INCORPORATION  Unit Leader/Avon Independent Sales Consultant, 2013 to 2015  DARUL QUR’AN WAL HADITH INSTITUTE  English and Chemistry Tutor, 2013 |
| PROFESSIONAL DEVELOPMENT |

* Life Skills Training, Ministry of Tertiary Education & Skills Training, 2012
* Customer Service Training, AVON Products Inc.
* Small Business Management, Career Enhancement and Growbox Technology, YTEPP, 2007