**KAVITA DOWLATH**

**#46 Beckles St. South, Esperance Village, San-Fernando|(H)657-5595|(C)294-6896|(D.O.B) 03-04-96|kavitadowlath@gmail.com**

**PROESSIONAL SUMMARY**

Highly dedicated, organized and independent person; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.

**OBJECTIVE**

I am seeking a competitive and challenging environment where I can

Serve your organization and establish a career for myself.

**SKILLS**

* The ability to relate to co-workers and inspire others to participate
* Loyal and dedicated towards the organization.
* Computer-literate performer with extensive software proficiency covering wide variety of applications.

**EDUCATION**

2002 - 2009 Canaan Presbyterian School (CPS)

2009 – 2014 Debe Secondary School (DSS)

2014 – 2015 National Energy Skills Centre (NESC)

2015 – 2016 School of Accounting and Management (SAM)

**2014 – Debe Secondary School**

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| Subjects | Grades |
| English language | 3 |
| Mathematics | 3 |
| Office Administration | 3 |
| Principles of business | 3 |

**2015 – National Energy Skills Centre**

Certificate in **“Microsoft office specialist”**

▪Digital Literacy ▪ Microsoft Access Database

▪ Microsoft Word Expert Document ▪ Microsoft OneNote

▪ Microsoft Excel Expert Worksheet ▪ Microsoft SharePoint

▪ Microsoft PowerPoint Presentation ▪ Microsoft Outlook

**2016 – Entrepreneurship Business Training Program**

Certificate in **“Entrepreneurship and Financial Management”**

**2015-2016- School of Accounting and Management**

Certificate in “Business Management”

* Introduction to Financial & Management Accounting
* Contemporary Issues in Business Communication
* Introduction to Business Management
* Analysing the Business Environment
* Personal Development

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| **References**   * Keisha Ramsoondar, I.T Instructor N.E.S.E. Debe Campus, 304-4660. * Romeo Gunness, Principal Debe Secondary School, 647-2405. |  |
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