NAME: GOLDEY SAMUEL

ADDRESS: #6A WHARTON STREET,

LAVENTILLE.

CONTACT: 1(868) 714-5237/ 284 - 8271

EMAIL: samuelgoldey84@gmail.com

**OBJECTIVE:**

To obtain gainful employment, that would be beneficial to both the employer and me, while providing the organization with my knowledge and self-efficacy notwithstanding, the ability to learn and grow.

**EMPLOYMENT HISTORY:**

2011 – 2016

Sales Associate,

Linda’s Bakery Limited

* Assist customers with their purchases
* Greet and meet customers
* Cash and pack customers purchases
* Ensure proper stock rotation of products
* Clean and merchandise store shelves

2011 – 2009

Mc Clean Maintenance Company

Clerical Assistant

* Filing and maintaining company records
* Greets visitors; responds to questions, provides information, documents, instructions or directs visitor to appropriate party.
* Attends meetings to take notes, record votes, and provide general clerical support.
* Maintains inventory of supplies and prepares a list of supplies to be ordered
* Prepares correspondence, memos, forms and reports using word processing applications software.
* Scheduling meetings
* Other duties related to job function

2007 – 2009

Inventory Clerk

Trinidad Seafoods Limited

* Daily reconciliation of reports using Peachtree Accounting software
* Monthly physical stock reconciliations
* Sourcing and supply of customer’s orders
* Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost.
* Compiles and maintains records of quantity and type stocked: Counts stock and posts totals to inventory records using computer.
* Supervision of warehouse employees in the delegation of their duties

**EDUCATION**:

* Bachelors in Business Administration (May 2016)
* Associate of Science Degree in Management (Honors) (2013)
* Diploma in Business and Industrial Administration (2007)
* Certificate in Practical Accounting (2008)
* CXC General Proficiency Certificate:

Mathematics Grade III, Economics Grade C, P.O.A Grade II, English A Grade I, P.O.B Grade I

**REFERENCES:**

Agnes Perkins

Supervisor

Linda’s Bakery Limited

1 (868) 749-9536

Merlyn Syder

Senior Business Analyst

Fijitsu

1 (868) 794-8394