CIRRICULUM VITAE

**MINDY CHIN PANG**

# #8 ABC COMPOUND ∙ EL SOCORRO ROAD ∙ SAN JUAN CONTACT: 728-8164 ∙ EMAIL: mindychinpang@hotmail.com

**PERSONAL INFORMATION**

Nationality - Trinidadian

Birth Date - May 29th1980

Sex - Female

**CAREER OBJECTIVE**

To find a challenging position suitable to my competencies, capabilities, skills, education and experience.

**EDUCATION**:

* The Association of Business Executives (Currently Attending January 2015 - Present)
* BorderCom International (February – April 2007)
* Institute Of Training and Development (2006)
* Barataria Secondary Comprehensive School (September 1993 – June 1996)
* Aranguez Junior Secondary School (September 1991 – July 1993)

**QUALIFICATIONS:**

* **Higher Diploma in The Association of Business Executives (ABE) Marketing Management**

**Subject Areas:**

* + Organizational Behaviour
  + The Business Environment
  + Managing the Customer Relationship
  + Marketing Policy, Planning and Communication
  + Principles of Marketing
  + Principles of Business Law
  + Marketing Information Systems Principles
  + Sales Management

**QUALIFICATIONS:**

* **Certificate in Microsoft Office Systems (MOS)**

**Subject Areas:**

* + Microsoft Word2003
  + Microsoft Excel 2003
  + Microsoft PowerPoint 2003
  + Microsoft Access 2003
* **Certificate in Public Relations, Protocol and Event Management**

**Subject Area**:

* + Concept, Practitioners and Context
  + Foundations of Effective PR
  + Management Process of Effective PR
  + Event Management Protocol
* **Grade A Certificate in Computer Literacy –**Introduction to**:** Microsoft Word, Excel, Access, Power point and Internet Access

**CXC Qualifications:**

* + Mathematics
  + English
  + Principles of Business
  + Social Studies
  + Office Procedures

**EXPERIENCE**:

* ***Bryden Pi Trinidad Limited***

Office Administrator/Executive Assistant (October 2014 – Currently)

Duties:

* + Arrange Focus Groups for New Business Director.
  + Assist with new product development and launches.
  + Market Research
  + Trade visits to acquire brand information on competing or similar products.
  + Complete competitive price sheets on competing brands to confirm if it is viable to bring a new brand.
  + Organize and gather information on viable products, by taste testing etc.
  + Liaise with Graphic Artist on designs, signage and P.O.P
  + Liaise with suppliers on product and or delivery of product etc
  + Provide confidential administrative support to the Director including scheduling his agenda and appointments.
  + Work closely with the CEO to develop and accomplish goals and strategic plans established by board members and executives of the Company.
  + Draft and send outgoing items of correspondence for Directors.
  + Arrange in house and offsite appointments/meetings.
  + Conduct research, compile data and prepare papers for consideration and presentation by executives, committees and board of directors.
  + Keep legal and other files updated (contracts), follow up and support where necessary.
  + Responsible for all telephone-related matters including negotiation of contracts, administration over land lines extensions and cellular phone and service.
  + Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database or presentation software.
  + Supervise the day to day activities of the Receptionist, Messenger and Custodian monitoring their performance of duties and ensuring that they are executing at required levels.
* ***Hand Arnold Trinidad Limited***

Marketing/Human Resource Assistant to CEO (September 2011 – October 2014)

Daily/Ongoing Duties:

* + Work closely with the CEO to develop and accomplish goals and strategic plans established by board members and executives of the Company
  + Work with Advertising Agency and Graphic Artists to determine layouts on promotional and informational materials including brochures, flyers, press ads, labels, diaries, calendars and signage
  + Oversee installation of all signage and branding
  + Assist with developing and booking vacancy advertisements, as needed
  + Coordinate all company uniforms i.e. find supplier, arrange sizing of staff and distribute etc
  + Coordinate office events
  + Conduct market surveys as needed
  + Communicate new product and service opportunities, special developments, information or feedback to appropriate Company staff.
  + Receiving and reviewing applications, managing interviews and creating a shortlist of candidates
  + Requesting references and checking the suitability of applicants before submitting their details to the CEO
  + Produce Excel reports as needed
  + Manage Donation Account
  + Manage cell phone corporate account
  + Open and distribute all company mail
  + Assist CEO in all other matters that may arise
* ***Starlite Distributors/Drugs***

Chief Administrative Officer (July 2009 – September 2011)

Duties:

* + Recruitment of staff for Retail and Head office.
  + Manage staff in all areas required.
  + Co- ordinate with Project Manager with regards to any ongoing projects.
  + Co-ordinate with Store Manager at Retail store with regards to staff discipline, products and customer complaints/satisfaction.
  + Cheque Signatory for Drugs/ Distributors.
  + Authorize Bank Drafts and Wire Transfers.
  + Go through item damages with Inventory and Purchasing Department.
  + Purchase, distribute and keep accurate inventory of the Companies Uniforms.
  + Do all Billing, Deposits and paying off on system for Starlite Distribution.
  + Create and make amendments to the Policy and Procedure Manual for the Drugstore with the Managing Director.
  + Coordinate and have approved vacation and time off for all staff.
  + Issuing of Memorandums and Warning Letters for Starlite Drugs/Distributors staff.
  + Liaise with suppliers on issues that Accounts payable cannot resolve, i.e. getting Credit notes etc.
  + Plan and book all travel arrangements for the Managing Director.
  + Assist Managing Director areas required (personal/business).
* ***Starlite Distributors/Drugs***

Office Supervisor (May 2006 – June2009)

Duties:

* + Assist the Managing Director.
  + Assist with the recruitment of staff for the Retail Store and Head office.
  + Cheque Signatory for Drugs/ Distributors.
  + Authorize Bank Drafts and Wire Transfers.
  + Review and approve invoices, making sure the correct discount or frees are given and the total on the invoice is correct.
  + Create and make amendments to the Policy and Procedure Manual for the Drugstore with the Managing Director and the General Manager.
  + Coordinate and have approved vacation and time off for all staff.
  + Manage absenteeism and payroll deduction
  + Issuing of Memorandums and Warning Letters for Starlite Drugs/Distributors staff.
  + Purchase, distribute and keep accurate inventory of the Companies Uniforms.
  + Distributing important and confidential documents that are delivered to the Head Office on a daily basis.
  + Liaise with suppliers on issues that Accounts payable cannot resolve, i.e. getting Credit notes etc.
  + Verify the Payables Listing generated from Counterpoint to make sure it is up to date, thereby ensuring that suppliers are paid as scheduled.
  + Plan and book all travel arrangements for the Managing Director.
  + Check the Exception Report for Starlite Distributors generated from Counterpoint to make sure that the correct discounts were given to a customer or if a discount was given to a customer who is not approved for discounts.
  + Supervisor to the Sales Team for Starlite Distributors which entails coordinating traveling and daily appointments, approving sale orders and authorizing Credit Notes that are issued for items returned by customers.
  + Assist the General Manager.
* ***Starlite Distributors/ Drugs***

Sales/Marketing Assistant (May 2005 – April 2006)

Duties:

* + Assisting the Sales/ Marketing Manager.
  + Recording minutes of the meeting.
  + Typing of business documents.
  + Assisting with the management of Sales Representatives and Merchandisers during meetings.
  + Setting up Promotions at different venues to advertise products.
  + Generating Sales reports via Counterpoint software for the Accounts Department at the end of the day before posting and the beginning of the following day after posting.
  + Attend meetings with the Managers at different Companies to help promote new products.
  + Filing.
* ***Starlite Distributors/Drugs***

Secretary/Billings Clerk (May 2003 – April 2005)

* ***Queens Pharmacy Limited***

Billings Clerk (2002 – 2003)

**REFERENCES**:

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| --- | --- | --- |
| *Mr. Sherrand Malzar*  Hand Arnold Trinidad Ltd  CFO/Director  Contact: 361-2468 | *Ms. Kawana Reuben*  Starlite Drugs Limited  Purchasing Manager  Contact: 675-5175/739-8061 | *Ms. Sindy Seurattan*  Starlite Drugs Limited  Chief Business Officer  Contact: 675-5175 / 487-0427 |