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| **#104 Julien Park, Diego Martin•868-767-7538 / hongluk@gmail.com** | | | | |
| LEAH YUK LOW - RATTAN | | | | |
| Objective | | | | |
| To be aligned to a reputable company through which I can elevate myself and utilize my full potential. Experience | | | | |
| July 30th 2014 - Now Kaizan Sushi Movie Town, Port Of Spain Waitress  * Taking customers food and drink order , entering orders to be made , customer service .   June 6th 2010 – Oct 31st 2013 Marcwill Ltd. 89 Oxford Street. P.O.S. Clerical Assistant / Lab tech trainee.  * Front desk operations, entering information, lab work and courier.   Nov 16th – Apr 30th 10  Ma Pau North Aripita ave. P.O.S. Soft Count Supervisor  * Supervising the operations of the team, making sure they balance and sending reports. | | | | |
| July 26th 09 – Oct 31st | | Vending Plus Caribbean Ltd | | Central Warehousing Complex, Charliville. |
| Accounts Assistant  * Payroll, Balancing of trucks / cash, Payables and assisting the accountant. | | | | |
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| Jan 6th 09 – July 26th 09 | | Restaurant Concepts | | Caroni |
| Cashier  * Zanzibar Restaurant in Movie Town, cashing out bills, balancing cash when shift ends. | | | | |
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| August 2008 – Jan 6th 09 | | Dynamic Party Rentals | | Diego Martin Main Rd |
| Operations Supervisor  * Over seeing that rentals are properly carried out / looking after customer complaints / Handling all of the company’s operations. | | | | |
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| 1994-1995 Excellent stores (Western union) Park street, P.O.S.  **Customer service rep**   * Daily transactions sending and receiving cash to and from customers locally and foreign.   Education | | | | |
| 1999 - 2000 | Deltasoft Computer Training | | Woodbrook | |
| 1997 - 1998 | Barataria Senior Secondary | | 3rd Ave Barataria | |
| 1994 -1997 | Diego Martin Junior Secondary | | St Lucien Rd Diego Martin | |
| 1990 - 1994 | Bishops Anstey Junior | | St Anns | |
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| Qualifications | | | | |
| General CXC Mathematics - Grade 3  General CXC English Language – Grade 2  General CXC Principle of Accounts – Grade 2  General CXC Principle of Business – Grade 2  Computer Software – 88% (A)  Certificate in Human Resource Management. References | | | | |
| Adrian Dick – Manager –Marcwill Ltd. ,Ph#784-9870  Elias Moses – Owner Shoe frenzy/ Quick Pharm, Ph# 680-8682  Stacy-Ann Bailey – Manager – Kaizan Sushi ,Ph#495-9270 | | | | |