**ABIGAIL LABAN**

POLE A 55 POPE AVENUE TUMPUNA,

ROAD ARIMA.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RESUME**

**OBJECTIVE**

To ascertain employment not only to enhance my own professional growth but also to use my skills and knowledge in the world of work to benefit my employers and their stakeholders.

**WORK EXPERIENCE**

Nurse Assistance (PHYSIOTHERAPY)

* Assisting with patients performing therapy and ultrasounds where necessary.

Office Administration

* Data entry clerk, filling

Sales Clerk

* Administrative duties associated with the processing of sales and orders for the company’s clientele.

Cashier & Sales Promoter

* Stock evaluation on assessment upon leaving an organization.
* Anything that promotes or encourages sales. Which consumers are made aware of the availability of the product or service and the qualities it has.

Waitress

* Asking customers' orders, serving drinks and food, and cleaning up before, after and during servings in the restaurant.

**SUMMARY OF COMPETENCIES**

* Excellent interpersonal skill with the ability to work in a team environment.
* Efficient and hard working spirit, which usually gives to an innovative part to the successful completion my set tasks, goals and objectives.

**QUALIFICATIONS**

**CXC /GCE Secondary Education Certificate-North Eastern College & Sangre Grande Educational Institute.**

Integrated Science 3

Office Administration 3

Principles of Business 3

Human & Social Biology 3(GCE) C

**OTHER QUALIFICATIONS**

Computer Literacy Certificate

Microsoft Word Certificate

Microsoft Excel Certificate

Microsoft Power Point Certificate

Microsoft Access Certificate

Front Office Operations Certificate (TTHTI)

Theory of Music Merit (Grade 1)

First Aid, CPR, and AED Certificate (OSHA)

**EXTRA CURRICULAR ACTIVITES**

* Music (Member Of Instrumental Group)
* Member of Northeastern College and friends’ alumni choir.
* Singing (Member Of Church Choir-Soprano)
* Reading
* Playing Cricket
* Playing tennis
* Cycling
* Swimming