**RESUME**

**Anastasia Mohammed**

Date of Birth: 24/10/1990

#23 Malgretoute Road, Manahambre, Princes Town

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**OBJECTIVES:**

To sharpen the knowledge, training and life skills that have been retained from my academic, work and life experiences and to utilise these attributes to the best of my ability. To be able to broaden and expand on these skills in order to further both myself and the profession I obtain.

**EDUCATION:**

* September 2015 – 2016 St. Kevin’s College,

San Fernando.

**CXC O’LEVELS**

* Biology 3
* September 2010 – 2015 The University of the West Indies,

St. Augustine Campus.

**Bachelor of Arts Degree (BA) in English Language,**

**Literature and Education.**

* September 2007-2009 Princes Town Senior Secondary School

**Cape A’ Levels**

* Communication Studies 2
* Caribbean Studies 3
* Literature 3
* Economics 3
* September 2002-2007 San Fernando Secondary Comprehensive

School

**CXC O’ Levels**

* Mathematics 3
* English A 1
* English B 2
* Spanish 2
* Principles of Business 2
* Principles of Accounts 3

**WORKHISTORY:**

* August 2009 – February 2010 New Version Technologies

Customer Service Representative

* April 2010 – March 2011 Roytec (UWI School of Business and

Applied Studies)

Office Assistant

* September 2014 – September 2016 On the Job Trainee at Eric Williams Medical

Medical Sciences Complex (Medical Records

Department)

**EXPERIENCE AND SKILLS:**

* Basic knowledge of Microsoft Office Suite Programmes: Word, Excel and Powerpoint
* Experience in sales and customer service (5 years)
* Experience in basic administrative duties
* Good communication skills both oral and scribal

**HOBBIES:**

* Reading
* Cooking
* Working with children and elders

**REFERENCES:**

Mr. Marlon Mason (Manager at Medical Records)

Mount Hope

Contact: 225-4673 Ext 2512

Mrs Wendy Prescott (Teacher 3)

Princes Town

Contact: 281-0832