**Resume**

Nathifa Fayola Dickson

D.O.B.: 13th-Dec-1992

#02 Belle View Point D’or La Brea

326-2495

[nathifa.dickson@yahoo.com](mailto:nathifa.dickson@yahoo.com)

**SCHOOL ATTENDED**: Fyzabad Composite School

**EDUCATION**: **CXC (General Proficiency Level)**

**Subjects Grades Year**

Integrated Science 111 2009

English A 111 2009

Social Studies 111 2009

Home Management 11 2009

Theatre Arts 111 2010

Clothing &Textiles 11 2010

**OTHER QUALIFICATIONS**: **NESC**

Computer Literacy Certificate of participation 2008

Microsoft Word A 2008

Microsoft Access A 2010

Microsoft Excel A 2010

Microsoft PowerPoint A 2010

Microsoft Internet Studies A 2010

Workforce Assessment Certificate 2012

**KEYSTROKE ACCESS COMPUTER LEARNING CENTRE**

Photo Editing/Graphic Design Distinction 2011

P.C Technician Distinction 2011

**COMMUNITY DEVELOPMENT SKILLS TRAINING PROGRAMME**

Introductory Level Training in Electrical Wiring 2013

**(SAM) SCHOOL OF ACCOUNTING AND MANAGEMENT**

**(NCC Education Level 4 Diploma in Business Information Technology)**

**Semester A Year 2015**

Computer Systems PASS

Skills for Computing PASS

Understanding Business Organisations PASS

**Semester B Year 2015**

eBusiness DISTINCTION

**WORKING EXPERIENCE**

* **Six months** working experience as an IT Technician Trainee at Tech Pro
* Trained as an OJT **IT Assistant** at Guapo Government Primary School from **12th January 2012** to **25th July 2014.**
* I also repair and build Computers and Laptops at home for over two years.
* Employed as a cashier at family food business in Foint Fortin inside Neblettes Mall from **July 2014** to **September 2014.**
* Employed on a **three (3) months** contract as a **Document Control Intern** at **Venture Credit Union Co-operative Society Limited** Couva branch from **October 20th 2015** to **January 31st 2016.**

**Hobbies:**

* Reading

**References**:

Guapo Government Primary School - Tell#: **648-4075**

Rawlins Dickson Tell#: **290-8345**

Mr. Hardeo Roopan- Keystroke Access Computer Learning Centre tutor-

Tell #: **648-4115** or **758-0692** or **321-9406**