**#11 Alexander Trace, Gonzales Village, Phone: - 767-7406/ 798-7956**

**Email: -** [**genashlir@gmail.com**](mailto:genashlir@gmail.com)

**Guapo**

**Nicole Marcelle**

**Profile:**

Exemplary, reliable individual possessing excellent communication and interpersonal skills. Eager

to apply oneself to any given task. Excellent multi-tasking and organizational skills. Principled with

diligence and uncompromising honesty.

**Career Objectives:**

Seeking employment in an organization that offers challenges, scope for growth and advancement to

benefit of the employer and me.

**Education**

1980-1987: Guapo Government Primary School

1987-1992: Point Fortin College

1992-1993: Open Bible High School

1993-1994: Montserrat Secondary School

**Qualifications:**

CXC O’Levels

Mathematics: III

English A: II

Principal of Accounts: II

Principle of Business: II

Social Studies: II

**Work Experience:**

**Project Assistant/Business Support Clerk/Warehouse Coordinator**

**Bewil & Company Limited**, February 2010 – Present

* Assist in the overseeing of client projects, ensuring that contractors complete jobs outlined in scope of works.
* Maintain accurate stock records, inclusive of dispatching and receiving goods.
* Maintain stock items and ensure proper stocking protocols are followed.
* Prepare quotations and assist in shipping and ordering.

**Accounts Clerk**

**Trinidad Systems Limited,** December 2006 - 2010

* Responsible for the intake of all cash and cheque deposits from customers.
* Assist in the daily balancing and inventory of cash/cheques received.
* Generating daily and weekly reports

**Pharmacy Assistant**

**Health Net Limited,** Nov 2004 - 2006

* Dispensing of OTC & prescription drugs.
* Dental Receptionist
* Scheduling of patient appointments/cancellations/follow-up visits.
* Creation and maintenance of patients’ files.

**Billing Auditor**

**Medcorp** **Limited**, July 1998 – March 2003

* Accounting of patients’ bills.
* Maintain inventory records/ cashing of OTC drugs.

**Other Achievements:**

**Successful completion of:**

* MS Office for 21st Century, Administrative Professional Workshop – **Arthur Lok Jack**
* Inventory and Warehouse Procedures for Business Professional Training Certificate. - **SBCS**
* PLEA 10 Hour HSE PASS Programme – Trinidad and Tobago
* Fire &Life Safety /Fire Extinguisher Training Participation Certificate.
* (First Aid/CPR/AED) Training Certificate

**References:**

**Mr. Cyril Augustine**

Managing Director

Ultimate Fire Safety and Security Solutions

Covigne Road

Diego Martin

Tel# 464-8039 / 391-3997

Email: securesystemservice@hotmail.com

**Mr. Keston Boatswain**

Systems Planner / HSE Officer

Bewil & Company Limited

# 5-7 Phillip Street

Port of Spain

Tel # 624-4206 ext.230

Cell # 491-6556

**NICOLE MARCELLE**

#11 Alexander Trace Gonzales Village

Guapo

Dear Sir/Madam,

I wish to apply for a position at your company as I have considered your firm to be a

very productive and efficient establishment. I am positive that becoming a team member

would ensure that I acquire the best experience and analytical skills required in becoming a productive

employee.

Further, owing to my work ethics and moral character, my excellent interpersonal skills would help

enhance the image, productivity and general communication with the organization.

I look forward to discussing with you further, the positive contributions I can bring to your organization.

Enclosed you would find a copy of my resume for your perusal.

Respectfully,

……………….

**Nicole Marcelle**