**Sharda Beharrylal**

LP #22 La Seiva Road, Maraval

(868) 471-5619/ 628-3613

[sharda.beharrylal@gmail.com](mailto:sharda.beharrylal@gmail.com)

**Objective:** To obtain work experience and develop new skills to be able to contribute more to society

**Education:** **- Bachelor of Science – General (Biology).** Expected Graduation October 2018.

The University of the West Indies, St. Augustine Campus

* St. Joseph’s Convent, Port-of-Spain. Graduated June 2013.

Received grade ones in CSEC Mathematics, Chemistry, Biology, Spanish, English A and English B; one GCE pass with grade D in Advanced Subsidiary Mathematics.

Received grade ones in CAPE Communication Studies, in unit one of CAPE Biology and Chemistry, and in units one and two of CAPE Environmental Science. Received grade two in CAPE Caribbean Studies and in unit two of CAPE Biology and Chemistry.

**Qualifications Summary:**

* Experience in using the internet to locate and retrieve valuable information for projects
* Ability to write documents that are comprehensive and grammatically correct
* Ability to work with and communicate well with people
* Experience in filing
* Experience in filling out and correcting cashier’s report forms
* Experience in cashing at retail outlets
* Experience in managing and distributing float
* Experience in scheduling and co-ordinating interviews, meetings, events and charitable donations
* Experience as a receptionist
* Experience in inventory management

**Computer Skills:**

Experience with Word, Excel, PowerPoint, Publisher, Windows Movie Maker and Adobe Premiere

**Pre-professional Experience:**

* Participated in RBTT Young Leaders 2010
* Was an intern in the New Media department of the Trinidad Guardian from June 1st to August 28th of 2014
* Was an Administrative Assistant at Mode Alive Trading Company Limited from September 21st to December 14th of 2015
* Created and sold crochet items with the home business Krafty Kneedles