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| **[TYPE YOUR NAME]**  Address: LP# 56 Eccles Street, Warrenville Cunupia Digicel: 1-868-326-5660  Email: neesha5660@hotmail.com  Date of Birth: 29 July 1974 |  |

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| Certificates  Attained | * Computer Literacy- Proficient in Microsoft Office * Defensive Driving * Balloon Decorating * Floral Arrangement * Mehendi * Hand Crafts * Linen and Drapery * Cosmetology |
|  |  |
| Education | Curepe Junior Secondary (1985-1988)  St. Augustine Senior Secondary (1988-199o)  Subjects Achieved   * Mathematics * English * Biology * Geography * Social Studies |
|  |  |
| Skills and  Attributes | * Present a highly professional demeanor and impeccable corporate image * Energetic, self-motivated and dependable * Possess strong analytical and problem solving skills * Ability to work effectively and efficiently in a fast-paced environment * Excellent communication skills * Trustworthy, ethical * Work in harmony with all staff, team- spirited professional * Excellent organization skills  |  |  | | --- | --- | |  |  |   Work Experienced  **Clothing and Shoe City**  **Assistant Manager 1998-2002**   * Administrative Duties * Inventory Management * Cash Balancing * Assisting Manager with other duties as required * Receiving Stocks   **Medical Dispensary 2002-2005**   * Lotto Operator * Assisting other duties required * Answering Calls * Receiving Stock * Cashier and Sales Representative   Car Search 2009-2014   * Accounts * Work Ethics/Professionalism * Marketing and Promotions of Company Services * Data Entry * Telephone Etiquette * Visiting New Customers and New Businesses * Administrative Duties * Computer Skills +People Skills   **Island Health Systems**  **Coordinator 2015-2015**   * Accounts/Professionalism * Customer Service * Telephone Etiquette * Time Management * Customer Complaints * Receptionist Duties * Computer Skills + People Skills   References  Mrs. Nirvana Timal (Marketing Manager)  Car-Search  Charlievile  Contact: 663-5008  Mrs. Indra Ramlal (Executive Manager)  Car-Search  # 8 Carmody Road  St. Augustine  Contact: 662-5848  Mr. Roberto Jackson (Acting Superintendent)  Car-Search  Mohammed Lane  Chaguanas  Contact: 671-6347   |  |  | | --- | --- | |  |  | |