**CURRICULUM VITAE**

**NANDALEILA BALKARAN-MAHARAJ**

**#10 KARAMATH STREET**

**EL DORADO**

**TEL. # 393-1359**

**EMAIL: [nbmswiw@gmail.com](mailto:nbmswiw@gmail.com)**

**OBJECTIVE:** To work efficiently as a team player thus gaining the relevant knowledge within the field and making relevant contribution.

**EDUCATION:**

**Pursuing: Association of Business Executives U.K. (ABE)**

Business Management Diploma level 5

**2016 Forde College**

Certificate in Computerized Typing (50 wpm)

**2016 School of Business and Computer Science**

**Association of Business Executives U.K. (ABE)**

Business Management Diploma level 4

* Accounting
* Business Communication
* Quantitative Methods
* Business

**2014 - 2015: The University of the West Indies (St. Augustine)**

Certificate in Office Management

**2012 – 2013: The University of the West Indies (St. Augustine)**

Certificate inStores Management

**2011: The University of the West Indies (St. Augustine)**

Certificate inPhotography I - Grade A

**2007 School Of Practical Accounting (Chaguanas)**

Certificate;

Microsoft Word

Microsoft Excel

Peachtree Computerized Accounting

**2006 Caribbean Examination Council (CXC)**

**General Proficiency;**

English – Grade III

Principles of Business – Grade III

Principles of Accounts – Grade III

Office Administration – Grade III

**ADDITIONAL TRAINING:**

**2013: Ministry of Works and Infrastructure (Port of Spain)**

Certificate in Registry Systems and Procedures

**WORK EXPERIENCE:**

**2012 – 2016 Ministry of Works & Transport**

**Human Resource Management Unit (Contract Section )**

**Business Operations Assistant I**

***Duties:***

* Folio and minute documents
* Processing of Sick, Personal, Vacation, Maternity and Termination Leave
* Preparation of end of Contract leave and request approvals
* Take notes at interviews (Secretary)
* Preparation of documents for interviews
* Drafting of Job Letters
* Drafting of memorandum and Letters
* Registering Incoming and Outgoing documents
* Cabinet filing using numerical order
* Vetting of candidate’s data sheets for interviews
* Answering Telephone calls

**Dec 2010 - Ministry of Works & Transport**

**September Licensing Division**

**2012 Business Operations Assistant I (on contract)**

***Duties:***

Responsible for typing information on Driver’s Permit data card, Taxi Drivers License and Badge, letters and Memorandum

Performed as a photographer for Driver’s Permit Unit as necessary

Performed clerical Duties

**2010 - Trintrac Ltd**.

**December 2010** Administrator

***Duties:***

* Internet Research
* Updated customers request information
* Follow up on customer profiles
* Provided verbal and written quotations
* Answered company telephone calls
* Entered accounting equations
* Made copies of documents
* Filed in numerical order
* Checked emails on a daily basis

**2009-2010 Ministry of Works & Transport**

**Licensing Division (1 Year Contract)**

Clerk Typist I

***Duties:***

Responsible for typing Driver’s Permit data card, Taxi badge, Letters and Memorandum

Performed clerical duties when necessary

Customer Service (counter service)

**2008 – 2009 Sahara Home Decor Limited**

Branch Manager

***Duties:***

Interviewing and recommending new staff members

Entered Weekly Salary Sheet

Entered daily control forms

Roster staff

Opened and closed business on time

Operated entire branch and managed staff

**2006 – 2008 Safety Management International Company Limited**

Secretary 2006 - 2007

Promoted to Manager’s Assistant 2008

***Duties***

Answered company telephone calls

Set schedules for meetings

Retrieved messages

Inventory (stationeries, office equipment)

Entered cash transactions in Cash Books

Filed documents

Typed proposals, invoices, and letters

Decision making

Managed the organization in the absence of Director

**INTERESTS:** Swimming, Communicating and Helping others

**REFERENCES:**

**Ruben Cato**

**Former Transport Commissioner**

**Ministry of Transport (Port of Spain)**

**759-8857**

**Vidyawatee Lalla-Ramsammy**

**Principal Primary**

**Couva South Government Primary School**

**636-5583 / 750-3666**

**David V. Mohan**

**Managing Director**

**Safety Management International**

**636-2306**