ABIGAIL JOSEPH

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# Personal Information

Date of Birth: 23rd February 1995

Nationality: Trinidad and Tobago

Marital Status: Single

Gender: Female

Characteristics: Honest, Diligent, Fast Learner, Dedicated Team Player

Hobbies: Story Writing, Rugby, Listening Music, Chess, Go, Languages

**Mission Statement:**

To enhance my knowledge, gain experience and to join a progressive team, so that I may be able to apply my knowledge meaningfully and utilize my skills, contributing not only to my general progress but also to the improvement of the organization in which I work.

**Education:**

2000 - 2007 Valencia R/C Government Primary School

2007- 2012 Arima Central Secondary School

**Courses:**

2010. Micro. Corporate Training (MCT)

**Qualifications:**

**CXC:**

* English Literature Grade I
* Integrated Science Grade I
* Spanish Grade II
* Principles of Business Grade II
* Geography Grade II
* Principles of Accounts Grade III
* Mathematics Grade III
* English Language Grade IV

**Certificates**

* Microsoft Word Grade A
* Microsoft Excel Grade A
* Microsoft Access Grade A
* Microsoft PowerPoint Grade A
* RBTT Young Leaders of Certificate of Achievement 2010

**Employment Experience:**

Warnerville Grain Mills Limited,

San Rafael, Arima

Position: Data Entry Clerk

May 2013 – October 2013

Magz Trading & Co. Ltd

Green Street, Arima

Position: Cashier, Customer Service, Sales Rep. and Purchasing

November 2013 – August 2016

**References:**

Ms. Maleka Gonzales

Magz Trading & Co. Ltd

Director

(868) 364-5558

Mr. Mickel Sandy

Police Officer

(868) 392-4853