**Name**: Adana Joachim

**Address**: #609 Sisters Road, New Grant

**Marital Status**: Single

**Contact No**.: 494-2626 687-2745

**MISSION STATEMENT**: To enhance my knowledge and understanding and to gain experience in the world of work so that I may be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization with which I work. I possess the skills and knowledge for the position, my personal qualities reveal excellent teamwork and a high level of initiative. I look forward to meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience and can be contacted on my phone number

**PROFESSIONAL SUMMARY**: I am a dedicated, focused and hardworking individual, who excels at prioritizing and completing multiple tasks simultaneously. I am committed to delivering high quality results with little supervision and I am also very energetic, organized and professional.

**AREAS OF EXPERIENCE**: Microsoft Office Proficiency

Time Management

Strong Problem Solver

Self- directed and resourceful

**WORK EXPERIENCE**

* Persad’s Group of Companies 2011-2014 (Lane Replenisher/ Cashier/ Customer Service Representative)
* Superpharm Gulf View, February 2015-July 2015(Cashier/ Customer Service Representative, Part- time Pharmacy Technician.)

**Cellular Planet Ltd.(bmobile dealer) CSR January 2016-October 2016**

**EDUCATION**: Ste.Madeleine Secondary (2005-2010)

English A- Grade 1

Mathematics- Grade 3

Human and Social Biology- Grade 2

Geography- Grade 3

Social Studies- Grade 3

Spanish- Grade 3

**ADVANCED COMPUTER LITERACY**

**CERFITCATE IN CUSTOMER SERVICE TRAINING AND EXCELLENCE**

**REFERENCES**

Benjamin Hunte

**Retired Sergeant**

778-9027

Suresh Bharose

347-9958

**Small Appliance Technician**