**Lp# 104**

**Arima Old Road**

**D'Abadie,**

**1-868-378-6798/775-2866**

**Email: nicole.e.pollard@gamil.com**

**Ms. Nicole Elizabeth Pollard**

**OBJECTIVE**

Seeking employment that will allow me to grow professionally, while being able to utilize my skills and knowledge for the betterment of the organization with the best use of my dedication, determination and resourcefulness.

**PERSONAL INFORMATION**

* Date of birth- 24th September, 1989
* Martial Status- Single
* Nationality- Trinidadian

**EMPLOYMENT**

* **CLERICAL ASSISTANT (TRAINEE 2011-2013)**

**District Revenue Office,Arima**

**Duties:**

* Dealing with the general public
* Writing up of receipts
* Calculating of land taxes
* Balancing of cash book

**EDUCATION**

* St. Augustine Senior Secondary School 2004-2006 O’levels
* Curepe Junior Secondary School 2001-2004
* D'Abadie Government Primary School 1994-2001
* Arima North Secondary School continuations classes. presently

(Evening)

**O’LEVEL CXC**

* Social Studies Grade-3
* Principle of Business Grade-3
* Office Administration Grade-3
* Human and Social Biology Grade-3
* English Language Grade-3

**HOBBIES**

* Meeting new people
* Cooking
* Dancing

**REFERENCES**

* **Mrs. Mohani Ramdial**

RO1-Revenue Officer 1

District Revenue Office Arima

Telephone: 717-0097/356-4672/331-7729

* **Mr. Trevor Stephens**

Construction worker

Telephone:681-6042

* **Ms. Erica Batson**

Checker

Arima Borough Corporation

Telephone:733-6380