Ameerah Mohammed-Baptiste

#06 Coconut Village, Waterloo Road, Carapichaima.

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Summary

Dedicated and focused Administrative Assistant who excels at prioritizing, an completing multiple task, simultaneously, and following through to achieve project goals. Answers a high volume of incoming calls while handling in – person inquires from clients and colleagues. Flexible and hardworking, with strong drive to succeed.

Highlights

* Building immediate rapport with callers, clients and colleagues
* Creating reports and writing document
* Managing day to day calendars and monthly statements
* Filing
* Dedicated team player

Experience

Administrative Assistant

Nov 2015- Sept 2016

Waterloo community Centre

* Oversees receptionist area, including greeting visitors and responding to telephone and in- person request for information.
* Coordinate inventory orders, office supplies for staff.

Cashier

April 2015- October 2015

Francis Fashion, Price Plaza.

* Meeting and greeting customers making sure that they satisfy when leaving.
* Daily statements
* Operate Point-of-sales and linx machine

Education

* English - 3 – 2016
* Principle of Business - 3 – 2016
* Administrative Assistant – A- 2014
* Accounting, Payroll and Taxation – B+ - 2014
* Peachtree – Certificate – 2014
* Microsoft Office Suite Training – Certificate – 2014
* Office Administration – 2 – 2009
* Social-Studies – 3 – 2009
* Junior Achievement – Certificate – 2008

References

Ms. Murcia Ashby

Principle at Administrative Career Training

671-2255

Ms. Shahnaaz Mohammed

Principle and founder of Stepping Stone Pre-school

488-2318