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|  | Cherise Sabazan  Upper Laventille Road,  La Pena Drive, Block 22,  Laventille  Phone: 337-7966  E-mail: csabazan@yahoo.com |

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|  | Objective  To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people while enhancing personal growth.  Education  **An Associate Degree in Management and Accounts** ( Presently)  **Costaatt**   * Fundamental of Accounts * Micro-Economics   **CXC O Levels Passes**    Experience  Accounts Clerk (2012 -2016)  Accounts Unit  Mercadoria Worldwide Limited (Mariner’s Haven Compound)   * Calculating Monthly Bills (NIS, Utilities, etc) * Accounts Receivables/ Preparing Client Invoices * Filing of Documents * Queries from Customers * Accounts Payables/ Data Entry * Overtime claims   Presser (2008-2012)  Professional Dry Cleaner (#15 Saddle Road, Maraval)    Clerk (O.J.T.) (2007-2008)  Ministry of Legal Affairs (Park Street, Port of Spain)   * Filing information * Entering data on the system * Mailing   Interests  Learning new things, meeting people and traveling.  References  Rosetta Bedeau  Administrative Officer  Telephone Workers Credit Union  765-7952 (C)  Victor Gill  Minister of Religion  292-0972 (C) |
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