C:\Users\Mandy\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7FVYMO83\MC900058999[1].wmf

**Amanda Abigail Thomas**

#7424 Jack Noreiga Avenue, Phase 7, La Horquetta, Arima

Telephone #: 729-6372 / 337-4624

E-mail: [amanda-abithomas@hotmail.com](mailto:amanda-abithomas@hotmail.com)

* **Objective:** I am a detailed oriented, multi-tasking individual. My ability to balance competing priorities and tight deadlines is definitive. As such, I yearn for the opportunity to engage my skills and abilities to make a significant contribution to the continued elevation of your organization as well as personal development and empowerment that will come from serving you.
* **Date of Birth:** 29th December, 1985.
* **Marital Status:** Single
* **Education:**

Arima Continuing Studies

|  |  |  |
| --- | --- | --- |
| **Subject** | **Proficiency** | **Grade** |
| English A | General | III |
| Office Administration | General | III |
| Social Studies | General | III |
| Principle of Business | General | III |

* **Certificates/ Skills:**
* **SITAL College of Tertiary Education**

English for Business - Merit

Text Production – Pass

* **Administrative Career Training Institute**

Administrative Training Accounting – A

Payroll & Taxation – A

Computerized Typing Course - 78wpm

* **Youth Training and Employment Partnership Programme** –

Data Operations – Level 1

Office Administration

* **Multi-Sector Skills Training Programme** – (M.U.S.T)

Servicing Pool

Housekeeping

Laundry

* **Young Men Christian Association**- (Y.M.C.A) – First Aid – Basic
* **Currently Pursuing**
* **SITAL College of Tertiary Education - Diploma**

Meetings

Business Administration

* School of Practical Accounting
* CXC Mathematics
* **Work Experience:**
* Hattans Administrative Managerial Services

Executive Assistant

2011- Present

Payroll, Typing, Printing, Data Entry, Payslips, Invoices, Filing, Accounting

* Trinidad and Tobago Fire Service

Auxiliary Fire Fighter

2007- 2014

Volunteer Fire Fighting, Foot drills, Parades, Lectures, Station Duties

* Ker-Kel

Merchandiser

2005-2006

Shelf Replenishing, Promotions

* Pest-Tech Power Limited

Receptionist / Data Entry Clerk

June 05’- December 05’

Typing, Printing, Mailing, Appointment Records

* **Groups Involvement:**
* La Horquetta Forces Basketball Team – Secretary
* La Horquetta Ball Players – Assistant Coach
* **Hobbies:**

Netball, Football, Basketball, Interacting with young and elderly, Surfing the Internet.

* **References:**

Trevor James Rodney Greaves

Ag.Sgt. James #14107 Managing Contractor

686-9713 771-4964