# KIA LARRIER

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**OBJECTIVE:**

To develop and enhance my professional skills in an environment that fosters team building as well as individual growth.

**SCHOOLS:**

Melville Memorial Girls Anglican School 2002 **–** 2009

St Francois Girls College 2009 – 2014

University of Trinidad and Tobago 2014 – Present

**CXC O’LEVEL PASSES:**

English (A) Grade II

English (B) Grade III

Geography Grade III

Mathematics Grade I (Distinction)

Integrated Science Grade I (Distinction)

Principles of Business Grade I

History Grade III

**WORK EXPERIENCE**

**Company**: Trinidad and Tobago Defence Force

**Time Period**: July 15th 2013 – July 26th 2013

**Position:** Intern

**Roles and Responsibility**

* Scanning and Faxing Documents
* Typing up Letters for the other Divisions
* Ensuring mail was properly sorted

**Company:** All In One Ltd.

**Time Period**: March 2014 – June 2014

**Position**: Sales Clerk / Wrapper.

**Roles and Responsibilities**

* Restocking and neatening shelves
* Wrapping items at the cashier
* Assisting Customers throughout the store

**Company:** Payless Shoe Source

**Time Period:** July 2014- December 2014

**Position:** Sales Associate

**Roles and Responsibilities**

* Assisting customers throughout the store
* Restocking shoes
* Cashing when requested to
* Banking off at the end of the day
* Breaking down shipment
* Tagging promotion prices on sale items
* Changing displays and posters as promotions change

**Company:** S.W.A.T. Estate Police Co. Ltd.

**Time Period:** March 2015– September 2015

**Position:** Woman Security Officer

**Roles and Responsibilities**

* To see that the rules the client has regarding visitors is followed
* Writing up the post diary
* Completing the time sheet for the client and the company

I worked in the S.W.A.T Port of Spain Office as a sentry for the Port of Spain division for a month.

**Roles and Responsibilities**

* Calling each location and taking the arrival and departure time for each officer.
* Ensuring each location has its proper compliment.
* Logging and organizing incoming and outgoing correspondents.
* Doing the master timesheet to send to Payroll at Head Office.
* Keeping the monthly attendance up to date for the officers.
* Booking in everyone that enters and leaves the office.
* Daily report to the divisional Managers.
* Coordinating the Port of Spain drivers, ensuring they complete all tasks given within the stipulated timeframe.
* Ensuring that the location timesheets were collected before the due date and sorted to be given to the respective manager.

**Company:** Jetmail Services Ltd.

**Time Period:** October 2015 – November 2015

**Position:** Receptionist

**Roles and Responsibilities**

* Answer phones
* Route calls to relevant persons / Departments
* Greet visitors warmly and make sure they are comfortable
* Ensure reception area is tidy
* Coordinate mail flow in and out of the office
* Collect and distribute parcels and mail
* Take and relay messages on call log in and out
* All incoming enquiries/ calls (walk in customers) must be answered for the latest one (1) business day
* Update appointment calendars
* Schedule follow-up appointments
* To assist in any other office related duties as required
* To provide daily reports at the end of each day
* Call members with regards to their registration information
* Writing letters to customers

**Company:** Gulf Insurance Ltd

**Time Period:** February 2016 – Present

**Position:** Customer Service Representative

I started as a Receptionist

Roles and Responsibilities:

* Greeting and logging every customer.
* Directing all calls to the relevant department.
* Posting out mail.
* Sorting and distributing incoming correspondents.
* Ordering refills of water.
* Logging cheques that are to be collected.
* Ensuring reception area was always clean and tidy.

I was then moved to Data Entry.

Roles and Responsibilities:

* Answering calls and assisting Customers where I can (calls and walk-ins)
* Providing information to Customers with regards to their policy.
* Issuing quotations when requested.
* Entering policies.
* Updating policies.
* Calling brokers for queries where needed.
* Respond to emails and messages in a timely manner.

**REFFERENCES:**

1. Oswin Hosang

Underwriting Manager

Telephone Number: 682-6763

1. Ms. Laurel Bristol

Teacher III

Telephone Number**:** 776-2562

1. Ms. Debra Bridgemohan

Teacher III and Dean

Telephone Number: 624-3468