pERSONAL

sHIZZEL NAOMI DORSET

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sHIZZEL NAOMI DORSET

[Type your address]⦁[Type your phone number]⦁[Type your e-mail address]

Date of Birth: February 21st 1995

Marital Status: Single

Dependent: 1 Son

EDUCATION

Sangre Grande Hindu School 2001 - 2007

Valencia Secondary School 2007- 2012

Sital College of Tertiary Education 2013- 2014

School of Accounting and Management (SAMS) 2014 - Present

O’Levels Gained: Grades

* Mathematics II
* English III
* Social Studies II
* Human & Social Biology II
* Caribbean History III

DIPLOMA: Association of Business Executives

* Human Resource Management Level 4:

Introduction to Business Grade B

Introduction to Business Communication Grade B

Managing People Grade B

Personnel Administration Grade C

Work Experience:

Valencia Secondary School

Clerical Assistant/Typist (November 2014 - May 2016)

* Typing/Editing of Letters & Memos
* Filing of Documents
* Logging of Incoming & Outgoing Correspondences
* Answering of Telephone

IQOR

Call Centre Junior Agent (November - December 2016)

* Effectively handle telephone conversations with customers of Amazon that needed to resolve issues

ACCOMPLISHMENTS:

Academic Field: Mathematics and Human & Social Biology

Performing Arts: Medal for participation in extra-curricular activities

Customer Service (certificate)

Computer Literate

OBJECTIVES:

Create and maintain a highly motivated standard wherever I am placed in your organization. Be committed, to positive attitude, loyalty and to achieve successful development to my employers, and to be able to gain experience in the world of work.

REFERENCES:

Kevin Cummings (School Dean) 667 - 9721/ 354-8951

Patricia Baldeo (Teacher III) 462 - 8251