Juliana Pereira

Lp#36 Easton Drive Calvary Hill, Arima

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D.O.B 29.12.99

**Objective**

To secure an entry level position in a dynamic organization where my skills and experience can be best harnessed.

**Education**

Bishop Anstey High School East Trincity 2010 - 2016

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| CXC General Proficiency (2016)  POB 1  Social Studies 2  English A 2  Mathematics 3  Biology 3  Chemistry 3  English B 4 |

**Work Experience**

National Canners Ltd Factory Street, Printery Ville, Arima July-August 2016

MSJ Office October-November 2016

**Temporary Office Assistant**

● Data Entry  
● Preparation of Meeting agenda.  
● Monitors incoming emails and send outgoing emails to respective client’s when required via the company’s email address.  
● Filing of documents.  
● Drafting and writing letters.  
● Sorting and distributing incoming and outgoing mail.  
● Sending emails and faxes.  
● Answering telephone queries.  
● Use of Microsoft applications and various databases.

**Other Skills, Training and Co-Curricular Activities**

Excellent presentation skills, computer literate, team work proficiency, proficient in Microsoft Office

**References**

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| Ms. Sayonara Bartholomew  Self Employed  Tel: 280-3990  Ms. Rachelle Butcher  Ministry of Legal Affairs  Business Operations Assistant  Tel: 280-4014 |