**Ms. Samantha Kimone Sankar**

**#439 Zircon Circular, Bon Air West, Arouca**

**Phone: © 778-3185 │Email:** [**ssankar99@gmail.com**](mailto:ssankar99@gmail.com)

**SUMMARY**

To work in an organization that provides an opportunity to enhance my knowledge of the human resource aspects of business through training and experience; and to apply my understanding of business and management, in order to contribute to the success of the organisation.

**Technical Skills:** Microsoft Word – Microsoft Excel – Microsoft Publisher – Microsoft Outlook – Firefox- Google Chrome – Graphic Designing Skills

**EDUCATION**

◊ College of Science Technology and Applied Arts of Trinidad and Tobago 2009-Present

*Major: Associates Degree in Management with Accounting (****Final Year****)*

◊ Mucurapo Senior Comprehensive School 2008-2009

◊ South East Government Secondary School 2006-2008

◊ Mount Hope Junior Secondary School 2003-2006

**Academic Achievement:**

◊ English Language 3

◊ Information Technology 3

◊ Principles of Business 3

◊ Social Studies 3

◊ Certificate in Anti-Money Laundering & Combating the Financing of Terrorism

**PROFESSIONAL WORK EXPERIENCE**

**Data Entry Clerk** Ministry of Foreign and CARICOM affairs

1A Wrightson Road, Port of Spain

623-6894

2015 – 2016 (1 Year)

**Job Description**

◊ Scanning and Uploading all Files;

◊ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders

◊ Taking File requests from other departments

◊ Typing letters, memorandum and other documents

◊ Files memoranda, letters, reports and other documents

◊ Order and maintains inventory supplies and equipment’s

◊ Requesting files from the warehouse

◊ Record all incoming and outgoing files and other documents

◊ Maintains file register and filing system following the established systems and procedures

**Accounts/ Office Assistant** M&M Insurance Broking Services Ltd

39 Boissere Village, Maraval

622-1274

2012 – 2015 (3years 6months)

**Job Description**

◊ Entering Names of Group Health Plan Members

◊ Doing up deposits where applicable

◊ Helping with Bank Reconciliation

◊ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders

◊ Entering Premium for Family Coverage Members (Monthly & Daily Paid)

◊ Checking payments sent from Tobago & other Ministries

◊ Doing the data entry and filing away

◊ Responsible for receiving and signing listings & Invoices from the public Sector

◊ Maintains file register and filing system by following the established systems and procedures

**Data Entry Clerk/ Office Assistant** Ministry of Health

63 Park Street, Port of Spain

624-8584

2010 – 2012 (2 years)

**Job Description**

◊ Files memoranda, letters, reports and other documents

◊ Receives, record, sort and routes incoming and outgoing correspondence and other documents to different departments

◊ Operates standard office equipment such as photocopier, scanner, facsimile machine and binders

◊ Assisting with Medical Aid

◊ Typing letters, memorandum and other documents

◊ Assistant Secretary to the AO IV (on and off)

◊Maintains file register and filing system by following the established systems and procedures

◊ Folio letters, reports, memorandum and other documents

**PERSONAL ATTRIBUTES**

◊ **Reliable:** Will go the extra mile to make sure all work is done according to standards and will take the time to help my co-workers in finishing a tasks given to them if they are not capable of finishing it.

◊ **Enthusiastic:** Always willing to build morale and improve work environment by showing enthusiasm for all tasks and responsibilities.

◊ **Adaptable:** Will fit into any environment perfectly.

**PERSONAL INTERESTS/ SKILLS**

**Leadership.** Project Leader for my Final Year LIBS project, where my planning and organizational skills came to the fore, have found “active-listening” a very useful skill when working in a group.

**Sports.** I enjoy hiking, swimming, outdoors activities and anything that requires me to want more out of it.

**Living Life.** We only got one shot at this life so I am to get the most of it. I love adventure as well as travelling to new places. My aim is to visit most of the countries and states before I die.

**PROFESSIONAL REFERENCES**

**Marisa Asevero Chandra Bissessar**

Accounts Clerk Teacher III

Moses Transport South East Port of Spain

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