**Keysy Telesford**

***#169 TODD’S STATION ROAD TALPARO***

***Cell#379-9974***

***Email:*** [***keysytelesford@hotmail.com***](mailto:keysytelesford@hotmail.com)

**OBJECTIVE:**

*To use the knowledge and skills I have acquired to positively enhance any organization.*

**DATE OF BIRTH**: 30TH. 12.1990

**QUALIFICATIONS:**

***School of Practical Accounting 2011:***

* Practical Accounting B+
* Peachtree Accounting A
* Book keeping A
* Finalization of Accounts A
* Excel A+
* Office Skills A+

***North Eastern College 2005-2007:***

Caribbean Examinations Council (CXC) General Proficiency

* English Language- grade 3
* Physical Education- grade 2

***Ambi’s Secondary 2007-2008:***

Caribbean Examinations Council (CXC) General Proficiency

* Principles of Business- grade 3

***Private Candidate 2009-2011:***

* Social Studies- grade 3
* Mathematics- grade 3

**CERTIFICATES OBTAINED:**

***YTEPP November 2014- June 2015:***

CVQ Qualification

* Data Operations

***YTEPP Future Leaders (YFL):***

* Leadership

***YTEPP 2014:***

*NEC Certification*

* Skills for the Automated Office

***Multi Sector Skills Training Programme (MUST) 2012:***

*Caribbean Vocational Qualification (CVQ)*

* Front Office Level 1

***Civilian Conservation Corps (CCC) 2009:***

*Border Com International Certification*

* Microsoft Office Specialist grade B
* Graphics grade B

***University of the Southern Caribbean (USC) 2008:***

Communication Certificate

**WORK EXPERIENCE:**

* ***San Rafael R.C Primary School September 2011- March 2015: -*** Worked as a class room assistant under the On the Job Training programme for two years.
* ***High Tower Hydraulics June2011- August 2011: -*** Accounts Clerk- worked for a period of two months duties include data entry, filing, Peachtree accounting, payroll and preparing financial statements.
* ***Holiday Inn Express Hotel and Suites: -*** Front Office Agent- worked for a period of six months training with the MUST programme.

**HOBBIES:**

* Netball
* Cricket
* Socializing

**GROUP AFFILIATIONS:**

*Talparo Youth Developing Group*

Group Secretary

**REFERENCES:**

* Miss Alicia Williams

Primary School Teacher 1

Cell# 733-9893

* Mrs Joan Frederick-Gill

Traffic Warden 2

Cell# 338-8908