**PERSONAL INFORMATION**

Date of Birth: June 10, 1989

Nationality: Trinidadian

Marital Status: Single

**OBJECTIVE**

To work hard for the betterment of the organisation and myself in accordance with its rules and regulations, with the main focus of meeting its objective and goals.

**EMPLOYMENT HISTORY**

**DIGICEL PLAY.** Ansa Centre, #11C Maraval Road, Port-of-Spain.

November 2015 to May 2017

Sales Department

Direct Sales Associate (Appointment Team)

* Direct meeting with customers at their home or work to sign them for the service.
* Customer Service Representative.
* Daily reporting of sales into a computerized database.

**JUST CD’S AND ACCESSORIES LTD. (Digicel Dealer) #**19 Mucurapo Road, St James.

July 2015 to November 2015

Accounts Department

Accounts Clerk

* Receivables: processes cash from 13 stores daily. Prepares bank deposits.
* Payables: prepares payments from 5 different accounts monthly.
* Manages TSL and Emida phone cards for 13 stores.
* Records online bank balances for 9 different accounts.
* Prepares Bill payments, Expense and Shortages and Overages reports monthly.
* Orders Stationery.
* Reconciling of petty cash.
* Filing of all paper work.
* Auditing
* Performs related duties as required

**FAMILY COURT OF TRINIDAD AND TOBAGO,** Cipriani Place, #4 Cipriani Boulevard,

Port-of-Spain.

May 2012 to August 2014

Accounts Unit (Maintenance Counter)

Clerk 1 (OJT)

* Processes payments made into Court and updates maintenance cards for each payment received and paid out to customers.
* Processes warrants at the counter upon the request of the customer.
* Provides information to the party on the status of their matters.
* Ensures maintenance cards are secured.
* Indexes new maintenance cards.
* Processes cheques in relation to maintenance payments.
* Processes tax statements upon the request of customers.
* Processes social welfare forms upon the request of customers.
* Prepares letters for organisations such as Banks and Credit Unions on behalf of customers so they can acquire loans

**ST. *C*LAIR MEDICAL CENTRE,** 18 Elizabeth St. St Clair.

August 2011 – December 2011

Ward Coordinator

* Execution of all administrative duties.
* Order medication and medical supplies.
* Fill out requisitions for requests – Laboratory, Radiology, etc...
* Arrange for tests such as laboratory and x-ray requests for patients within the hospital.
* Maintain inpatient register with admissions, discharges and transfers.
* Ensure all stock levels are adequately maintained.

**ALI’S PHARMACY,** 74 Charlotte St., Port-of-Spain.

August 2010 – April 2011

Cashier

* Customer Service Representative.
* Preparation of invoices and quotations for commercial and residential entities.
* Pricing of bills and cataloguing of new and existing inventory.

**THE POWER GENERATION COMPANY OF TRINIDAD AND TOBAGO (POWERGEN),** Stone St., Port-of-Spain.

August 2008 – November 2008

Administrative Assistant Trainee

* Trained as an Administrative Assistant.
* Trained in clerical procedures, data entry and filing.
* Learned telephone etiquette to assist with customer enquiries.
* Customer Service Support.

**BREAD BASKET BAKERY,** #7 St Ann’s Road, St Ann’s.

2007 – 2010

Cashier

* Began employment as a Cashier while attending Polytechnic Institute.
* Customer Service Representative.

**EDUCATION**

**2008 POLYTECHNIC INSTITUTE,** Ethel St. ST. James.

CAPE: Geography U1- 5 U2- 5

CAPE: Environmental Science U1- 5 U2- 3

CAPE: Caribbean Studies 5

CAPE: Communication Studies 3

**2006 ASJA GIRLS COLLEGE,** Charlieville, Chaguanas.

CXC: Mathematics 3

CXC: English 3

CXC: Biology 3

CXC: Social Studies 2

CXC: Principles of Business 2

CXC: Geography 2

**REFERENCES**

**Ms. Juliet Bujan** Tabernacle of David Global Church

#13 Francois St., Enterprise, Chaguanas Tel: 672-8300

**Ms. Jiselle Regis** Holy Name Convent

#33 Chickland Rd., Caparo, Chaguanas Tel: 791-7398