V E R N I C E A S G A R A L I

**Contact and Address**

#227 Caratal Road, Claxton Bay, Trinidad

356-3855 or 354-4128

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**Objective:**

Dynamic, effective and results oriented individual seeking a position within your organization, using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment.

**Professional Experience**

* The National Commission for Self Help Limited **(Jan 2014 – Present)**

**Clerical Assistant**

* Assist in preparation of sub office monthly activity reports for head office
* Preparing disbursement sheet, issuing cheques to suppliers, recording PPR source documents for officers and the Accounts department
* Entering data into company Database.
* Manage correspondence, type, copy and distribute mail and forms
* Maintain record of filing procedures and inventories
* Customer service, greeting clients and guiding them accordingly in office and on telephone
* Dealing with queries in the absence of Administrative Assistant
* Getting Files ready for Board Approvals.
* San Fernando General Hospital (April 2012 - Dec 2013)

**Receptionist** ***(Haemodialysis Unit)***

* Updating Patient files on a daily basis
* Scheduling appointments for Dialysis Patients
* Updating Inventory for Haemodialysis Unit
* Staffing information for Intensive Care Unit
* Filing, typing of reports and other official documents
* Customer service, greeting clients and guiding them accordingly in office and on telephone
* Little Angels Kindergarten School (2007-2012)

**Assistant Teacher *(Level 1)***

* Manage classroom
* Assist in the delivery of preset lesson plan
* Assist in day care section
* D.S. Maharaj Limited (2006-2007)

**Office Assistant**

* Prepare requests for expenditures and order supplies as needed
* Assisted with inventory, billing and reporting functions
* Typed, copied and distributed mail and forms
* Entered data into online system
* Filed charts and other records
* Scheduled deliveries and shipments with local carriers
* Development and Maintenance of files to be used by workers
* Trini Flavour Restaurant (2005-2006)

**Assistant Manager**

* Supervising staff and ensuring tasks are completed in a timely manner
* Cashing and record keeping
* Liaising with Customers to ensure prompt and efficient service
* Ary’s Restaurant (2004-2005)

**Cashier/Sales attendant**

* Customer Service Representative

**Education**

* Presently pursuing Mathematics @ Modern Business School
* Presently pursing Phlebotomy Course @ The Institute of Medical Education.
* P&R Learning Centre - *2010*

**Business Administration Course (Certificate Level)**

* Secretarial - *Letters, Memos, Reports, Filing, Appointments*
* Accounts - *Petty Cash, Inventory, Cash book, Pay Sheet*
* Receptionist - *Dealing with Visitors, Telephone Etiquette*
* Management - *Administration Functions, Health and Safety, Marketing*
* Computers - *Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Power Point*
* P&R Learning Centre - *2008*

**Montessori Teacher Training (Certificate Level)**

* Modern Business - *2005*

**Computer Literacy**

* Abadyah’s Training Consultants - *2004*

**Nursing Assistant Course/First Aid and CPR**

* Marabella Senior Comprehensive - *2001-2003*

**CXC O’levels**

* English Language (grade 3)
* Principles of Business (grade 3)
* Office Procedures (grade 2)
* Typing (grade 3)

**REFERENCES**

Marsha Ramkissoon

**Administrative Assistant**

**The National Commission for Self Help Limited**

Lassalle Court

75 Abercromby Street

Port of Spain

627-9519 / 347-7618

Natsha Niamath

**Finance Officer**

**YTTEP** Limited

Mulchan Sulchan Road

Endeavor Chaguanas

386-7271