**OBJECTIVE:**To acquire a position with the potential for growth and development .Where I can utilize my knowledge.

**KNOWLEDGE, SKILLS AND ABILITIES**:

Competent in Microsoft Office

Good at interacting and managing relationships with customers

Able to work well with others, possess good communication skills

**JOB EXPERIENCE:**

**2014-Continuing: Casual Clerk-Port Authority of Trinidad and Tobago**

Daily paid clerk fulfilling duties of a general clerk in various departments of the port authority with flexible shifts in the customer service area.

**2013: Receptionist-Island Club Casino Ltd (ICC)**

This job consisted of entering membership customers in computer system and also visitors doing up memorandums answering telephone calls and trying to fulfill any queries and any other tasks asked of Customer Service Manager, keeping desk area clean etc.

**2012-2013: Library Attendant-The National Library and Information System Authority (NALIS)**

This job consisted of shelving various books and files, attending to patrons and fulfilling their desired need, keeping files up to date, clipping and mounting newspaper articles and completing assigned circulation desk duties also supervising patrons when computers where being used.

**2011: Arrears Caller – UNICOMER (Courts) Trinidad Ltd.**

The job entails 150 calls per day with a quota of $10,000.00 per day. Make the requirements of the description, inclusive of assignments given by supervisor or credit manager.

**2009: Sales Clerk – Francis Fashion Shoe Locker**

Selling quality merchandises to the customers and organizing storage compartments.

**2009: Deli Assistant – Candy Shack**

Provide quality customer service to the clients and maintain clean and organize surroundings of the store.

**2007: Supervisor – Raga’s Electronics/Internet Café (Tobago, Roxborough Main Rd.)**

Job responsibility duties were managing the running of the store and handling finances **EDUCATION AND QUALIFICATIONS:**

**Dates of attendance School Name –**

2013 School of Practical Accounting

2004-2009 Tranquility Government Secondary School

1999-2004 Maloney Government Primary School

* 1. Trincity Dinsley Government Primary School

**List academic and other achievements**

* Mathematics II
* Information technology II
* Integrated Science II
* French III
* Spanish III
* Social Studies III
* English III
* Practical Accounting C

**OTHER INFORMATION:**

**Hobbies**

Reading, Travelling, Cycling, Swimming, Volleyball.

**REFERENCES**

Alana Williams

2nd Torocella Avenue ,Arima

Wpc Police Officer

Ministry of National Security

Tel: 704-7758

Trisha Noel

#19 Diamond Drive El Dorado Gardens

Office Assistant (W.A.S.A)

Farm Rd. St. Joseph

Tel: 312-4426

Dear Sir/Madam,

With this letter and resume I would like to extend my interest in any available position in your organization. I am conscientious in my personal life. I take pride in myself and my work, and derive considerable satisfaction from doing an assignment well. I cope well with high-stress situations and can manage a variety of projects simultaneously. My specific proficiencies include computer literacy. I am seeking a position that offers challenge, responsibility and opportunity.

I thank you in advance for your time and any consideration you may give me. I look forward to a favorable response. I am available upon request.

Yours respectfully,

Kevana Solomon