**GAZELLE MARK**

**St.Joseph, Elizabeth Gardens**

**Phone: (1-868) 483-6854, (1-868) 391-0365**

**E-mail Address:** **gazymarkanime@gmail.com**

**EDUCATIONAL BACKGROUND:**

**October 23rd-December 11th 2016 Certificate in Office Administration**

**SBCS**

**Champ Fleur**

**September 2012 to 2013 ABE Diploma in Business Management**

**Sital College**

**Sangre Grande**

**September 2011 to June 2012 Five A ‘levels (CAPE) Subjects**

**Toco Secondary**

**Toco**

**September 2005 to June 2010 Eight O’Level (CXC) Subjects**

**Toco Secondary**

**Toco**

**PROFESSIONAL EXPERIENCE**

**8th May 2017- Present Maharaj’s Grocery**

**Sangre Grande**

**Cashier**

**November o7th 2016 to January 2017 IQOR Trinidad Limited**

**Amazon Department**

**Arima**

**Training Program (Call Junior Agent)**

**September 03rd 2014 to October 06th 2015 St. Joseph Enhanced Health Centre**

**Medical Records Department**

**St. Joseph**

**OJT as CSR/Clerical Worker**

**COMPUTER SKILLS**

Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint, Printing, Photocopying