**CHLOE HOSEIN**

**52 Starboard Drive, Schooner Court**

**Westmoorings**

**633-8981, 761-7496**

**Objective: To secure a position suited to my qualifications and experience within your company thus allowing me the opportunity to make a valuable contribution to your organization while achieving my career goals.**

**Education:** Dunross Preparatory School

Providence Girls Catholic School

The Stenotype College

Deltasoft Computer Training

Dunross Advertising

Institute of Training and Development (Intad)

**Qualifications: Examination – O Levels**

English Language III

English Literature III

Office Procedures III

Art II

**Qualifications Continued:**

Shorthand Pass 60 wpm

Office Procedures Pass Level 1

English For Office Skills Pass 1st Class

English For Business Comp. Pass 1st Class

Computer Lit/W/Processing Pass Level 1

Spanish Pass Level 1

Microsoft Word Pass 90%

Communication Design Pass Grade B

**WORK EXPERIENCE:**

**Min. of Environment and Water Resources (Forestry Division) – (15th June – 13th July 2015**

**Position: Messenger**

**Duties:-**

* Timely delivery of Mail
* Daily communicating with drivers to set scheduled delivery of packages, cheques, mail, payslips and other correspondence to head office and many various ministries, private business etc.
* Handling inter office mail
* Assisting with daily office tasks
* Directing the driver course of delivery
* Delivery of all outgoing mail from all forestry departments

**First Citizens - 7th Oct – 31st March – (contract) – Boundary Rd.**

**Position: Clerical Assistant/Statements Clerk**

**Duties**

* Filing of incoming cheques
* Sorting outgoing mail
* Stuffing envelopes
* Filling out forms
* Sourcing cheques from files
* Despatching statements
* Preparing statements
* Relief telephone operator

**First Citizens - 14th Oct – 18th 2013 (Temporary) Rapsey St.**

**Position: Telephone Operator**

**Duties:**

* Operation switchboard
* Directing all incoming and outgoing calls
* Directing incoming customers
* Assisting customers with querries

**First Citizens - 5th August – 5th Sept – 5th Sept 2013 (Contract) Chaguanas**

**Position:** **Telephone Operator**

**Duties:**

* Operating switchboard
* Directing all incoming calls
* Assisting in simple clerical duties
* Assisting at front desk (loans department)
* Called away to train relief Telephone operator at (Head Office)

**T&T Central Depository – Oct 2012 – January 2013 (temporary) – assignment – eve anderson**

**Position: Clerk**

**Duties:**

* Dispatchment/preparation of statements to local and overseas recipients
* Dispatchment/Preparation of shareholders cheques to local/overseas recipients

**Worley Parsons Trinidad Ltd. – 14th December -2012 – June 2012 - (Contract) – eve Anderson**

**Position: Receptionist/Administration/Procurement**

**Duties:**

* Handlingincoming/outgoing correspondence
* Handling incoming/outgoing calls
* Data entry of invoices, statements, expense reports producing purchase orders
* Maintenance of office stationery supplies (3 floors)
* Maintenance of kitchen supplies (3 floors)
* Maintenance of office equipment
* Designing filing system for admin/accounts dept.
* Arranging vehicles for expats use
* Handling distribution of cheques

**M. Knowles Engineering - 2010 - 2012**

**Position: Receptionist/Driver**

**Duties:**

* Delivery of correspondence to Clients
* Delivery of plans to clients
* Delivery of building materials to site
* Purchasing of goods and materials for sites
* Handling bank transactions/payments
* Transporting staff to various offices eg Copy office
* All office duties

**N.B. Current Drivers License number 635767 E, Date of Issue 15/04/1998, Expiry date 30/06/2016 - Previously attended Defensive driving course while employed with Worley Parsons – I am comfortable and experienced in driving both automatic and manual transmissions in most vehicles but am most competent in Vans and Sports Utility Vehicles (SUV’s)**

**Datalink Computing Services Limited – 2003 – 2010**

**Position: Office Manager/Recceptionist**

**Duties:**

* Handling incoming/outgoing calls
* Payment of all bills of the company
* Preparing invoices for customers
* Supervising in office staff
* Handling customers
* Typing all documents
* Faxing
* Recording company expenses
* Filing all company documents
* Handling of money/bank transactions
* Designing/maintaining filing systems
* Delivery of important docs/equip. to customers
* Collection and distribution of cheques
* Recording of incoming cheques (Quickbooks)
* Maintaining of office accounts
* Office supply maintenance

**REFERENCES: JOSE ONIA - (625-5900)**

**NICOLE RICHARDS - SAME**

**DAWN BADAL - SAME**

**KELLY FINNERTY - (760-8064)**

**HOBBIES: CYCLING, SWIMMING, READING, SEWING, WRITING, DUATHALON**