Nicole Jadoo

#68 Basta Hall Village, Couva

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Seeking an Administrative Assistant position making the most of extensive experience in office management, communication, record-keeping and accounting to contribute to the success of prospective employer

Professional Experiences

Metal Industries Company

(2015 – 2016)

Office Clerk 1

* Ensure that customers or visitors are entertained properly until they meet the appropriate person
* Handle telephone calls and relay messages to appropriate department or individual
* Oversee office’s filing and record management needs
* Attend meetings, take and record minutes of meetings and distribute the same as instructed
* Ensure quick response to routine inquiries
* Open, arrange, and distribute incoming mail, faxes and email
* Filing Documents

Larry’s Tint and Signs

Secretary / Accounting

* Answer phone calls-Emails/ relay messages
* Schedule appointments and track calendars
* Schedule travel arrangements
* Use Quick books/ tracking and accounting of business financials and billing
* Organize and file documentation
* Payroll Activities
* Submit and receive document billing/application and filing for business transactions
* Answer simple inquiries related to business workings and project premise
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* File and complete documentation for employee status with State, Local and Fed departments
* Receive and mail packages and letters
* Track and follow up on shipping and receiving
* Be a cheerful representative of the company and relay a helpful and accommodating environment
* Other duties as assigned.

Education:

National Energy Skills Centre

(2013-2014)

* Microsoft Office Specialist:
* Microsoft Office Word 2013
* Microsoft Office Excel 2013
* Microsoft Office PowerPoint2013
* Microsoft Office Outlook 2013
* Microsoft Office Access 2013

Multi Sector Skills Training Program

General Office Administration (Clerk 1)

CVQ

School of Practical Accounting

Peachtree Accounting

Additional Skills

Expert in Microsoft office

Customer Service Specialist