**Nechoh Ferdinand**

    10-1 Lanse Mitan Road

                                           Point Cumana Carenage.

                                            Phone No: [1868-493-0373](tel:1868-493-0373)

                                             Email:nechohferdinand@gmail.com

**Objective**: I am applying for the position of a wrapper at your organization. If I am chosen for this position I will do all I possibly can to fulfill my role with accuracy and precision and contribute to the development of your Organization.

**EDUCATION**

East Mucurapo Secondary School.

CSEC O level Passes:

Mathematics Grade: 3

English Grade: 2

Social Studies Grade: 2

Principles of Business Grade: 1

CXC CVQ pass:

Electrical Installation

**CURRENTLY AWAITING RESULTS FOR THE FOLLOWING CAPE SUBJECTS:**

Applied Mathematics units 1 and 2

Caribbean Studies units 1

Communication Studies units 1

Management of Business units 1 and 2

Pure Mathematics units 1 and 2

**EMPLOYMENT HISTORY**

Coral Cove Marina Hotel Limited (4 months)

May – August 2016

I worked as a Front Desk Clerk at Coral Cove Marina Hotel Limited.

My job entailed: Doing Invoices, entering receipts, daily transactions, checking for errors in the invoice, making sure payments are recorded, filing, interacting with customers via the phone, email and in person, dealing with customer complaints and other arbitrary tasks.

**SPECIAL SKILLS**

Proficient with Microsoft Office.

Proficient with the Peachtree accounting software.

Good customer communications and persuasive skills.

Team player.

Ability to multitask.

**DAYS AND HOURS AVAILABLE TO WORK:**

Monday’s, Tuesday’s, Wednesday’s, and Friday’s.

7:00 am – 4:30 p.m.

**PERSONAL INFORMATION**

Marital status: single

Age: 18 years

Sex: Male

**HOBBIES**

Swimming, reading and learning new things.

**REFERENCES**

Brian Armoogan

Occupation: Systems Control Operator

Company: Trinidad and Tobago Electricity Commission

Phone No: [708-5678](tel:708-5678)

Dave St. Louis

Occupation: Supervisor

Company: Budget Marine

Phone No: [352-0945](tel:352-0945)