**Danneil Brown**

#7 Cangrejal Road, Lower Santa Cruz.

**Telephone**: (868) 336-2759 **Email**: [danneilb@hotmail.com](mailto:danneilb@hotmail.com)

**PROFESSIONAL SUMMARY**

A highly numerate university graduate who is keen to acquire a position in your fast-paced, forward-thinking organization, where my strong analytical skills, ideas and a genuine enthusiasm would allow me to progress.

**SKILLS**

* Exceptional written and spoken communication skills
* Exceptional observational and organizational skills
* Outstanding leadership qualities exerted within a group setting
* Reliable and cooperative team player
* Proven ability of working in challenging situations and coordinating with teams.
* Quick learner

**EDUCATION**

* BSc. Mathematics, Major in Physics **\*** University of the West Indies, St. Augustine
* 3 A-Levels **\*** Trinity College, Moka
* 8 CXC passes (GCE’s) **\*** South East Port-of-Spain Government Secondary

**ADDITIONAL SKILLS**

**Advanced knowledge of Microsoft platforms**

* Windows XP/Windows 7
* MS Excel
* MS Access
* MS PowerPoint
* MS Word
* MS Outlook

**Statistical Packages**

* C++ Programming
* MINITAB
* R

**ORGANISATIONAL EXPERIENCE**

December 2009 - Present

Bars International Limited Trinidad - Bartender and Cashier

Main Duties:

* Collect money for drinks served
* Balance cash receipts
* Clean glasses, utensils, and bar equipment
* Prepare alcohol or non-alcohol beverages
* Interact with customers, take orders and serve drinks
* Assess customers’ needs and preferences and make recommendations
* Restock and replenish bar inventory and supplies
* Arrange bottles and glasses to make attractive displays
* Supervise the work of bar staff and other bartenders
* Record remaining stock after closing

July 2011-August 2011

VEMCO Trinidad and Tobago Limited **-** Data Entry Clerk

Main Duties:

* Transferring data from paper formats into computer files or database systems
* Typing in data provided directly from customers
* Creating spreadsheets with large numbers of figures without mistakes
* Update existing data
* Sort and organize paperwork after entering data to ensure it is not lost

June 2012-August 2012

Ministry of Finance Customs & Excise Division - Temporary Clerical Assistant

Main Duties:

* Sorting and distributing incoming documents and prepare outgoing documents
* Maintaining files and records so they remain updated and easily accessible
* Undertake basic bookkeeping tasks of container numbers and companies
* Utilize office appliances such as photocopier, printers and clock-in’s

**INTEREST**

Traveling,TapDancing, Yoga, Hiking, Sewing and Pan

**REFERENCES**

**Ms. Rosalie Noel – Executive Assistant**

Shell Trinidad and Tobago Limited

**Contact – (868) 735-7597**

**Mrs. Rachael Cyrus – Attorney-at-law**

Cyrus Law

**Contact – (868) 682-0389**