TENNESHA ALVES

Boodoo Street, Warden Road, Point fortin

Phone Number: 358-8444 or 308-0087

PERSONAL DATA

Date of Birth: 12/02/1989

Gender: Female

Marital Status: Single

Nationality: Trinidadian

HOBBIES:

Reading, dancing and football.

PROFILE:

Charismatic, versatile, performance-driven individual that enjoys a challenge and strives on responsibilities. I am hardworking and motivating where I can contribute my professional skills and abilities to the continued growth in an organization.

EDUCATION:

Vessigny Government Secondary School- (2004-2006)

CXC General Proficiency

* Mathematics (III)
* Principles of Business (III)
* English (III)

Point Fortin Educational Centre- (2006-2007)

CXC General Proficiency

* Social Studies (III)
* Principles of Accounts (III)
* Office Administration (III)

COURSES:

* School of Business and Computer Science (SBCS)

Association of Business Executives (ABE)

Business Management Certificate

* Youth Training Employment Partnership Programme (YTEPP)

Diploma in Information Technology (IT)

* Fire Prevention, Fire Watch and Fire fighting Certificate
* Security Training Certificate
* Health Safety & Environment Training Certificate

SKILLS:

* Attention to details
* Ability to work specifications
* Effective to communication skills
* Ability to help others

WORK EXPERIENCES:

▪ Feroza’s Shopping Centre October - December

**Position: Store Clerk**

**▪** Kalliecharan’s Cosmetics Corner April - August

**Position: Cashier**

**▪** Anthony Mitchell General Contractors Limited January- January

**Position: Secretary**

**▪** Innovative Security Technologies Limited March - September

**Position: Security Officer**

**▪** Francis Fashions Shoe Locker January - July

**Position: Cashier**

▪ Ministry of works and Infrastructure September - September

**Position: Traffic Warden I**

REFERENCES:

Theresa Ann Swan

Boodoo Street Ext,

Warden Road, Point Fortin

Principal

Phone Number#: 379-0432

Nadine Pennie

Boodoo Street Ext,

Warden Road, Point Fortin

Secretary

Phone Number#: 648-4176