Ayeisha Boodoo

E-MAIL ADDRESS:boodooayeisha@yahoo.com

ADDRESS: # 6 Mc Seveney Street El Dorado

PHONE NUMBER:Cell 396 -1936 or 345 1763

SEX: Female

**Objectives**

To enhance my knowledge, understanding and to gain experience in the world of employment so that I may be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization in which I work. I will like to obtain knowledge in the field of accounting to reach my aspiring goal to become a professional accountant.

Education

EXCEL TUTORING

CLASS ENTERPRISE

**CARIBBEAN SECONDARY EDUCATION CERTIFICATE**

Principles of Accounts, Grade 1

Social Studies, Grade 1

Office Administration, Grade 11

Mathematics, Grade 11

English Grade 11

Principles of Business, Grade 11

**CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS**

Accounting Unit 1, Grade 111

Accounting Unit 11 Grade 111

Management of Business Unit 1, Grade 1V

Management of Business Unit 11, Grade V

Sociology Unit 1, Grade 1V

Sociology Unit 11, Grade 111

**CERTIFICATE COURCES**

Peachtree Accounting

Accounting Assistant

Computer Literacy

Microsoft Excel 2013

Experiences:

Secretary

PROFESSIONAL SECURITY SERVICES

Galeota Point, Bay Field Guayaguayare

Secretary 2011 – 2012

RIO CLARO EAST SECONDARY

School Cafeteria

Sales Clerk

2013 - 2014

EASTERN REGIONAL HEALTH AUTHORITY

|Narine Ramrattan Building, Naparima Mayaro Road Rio Claro

Clerical Assistant, November 17, 2014 – November 16, 2016

Duties include

Photocopying, Filing, Recording, Emailing, Posting and keeping all documents confidential. Receiving and sending phone calls to the appropriate departments and performing other clerical duties.

Avee’s Mini Mart

Sales Clerk

2014 - 2016

Evening Shift

Duties include

Cashing, keeping track with inventory, making and taking orders from various sales representatives

and interacting with various clients and consumers.

REFERENCES:

Sharon Ramlakhan

710 - 3675

Senior Human Resource Assistant

Eastern Regional Health Authority

Nariva/Mayaro

Allan Arjoon

318 - 1010

Police Constable

Rio Claro