**RESUME**

**NAME**: Shaliza Durga Ojar

**DATE OF BIRTH**: 10th June 1996

**ADDRESS**: #1 Homefarms

Chin Chin Road

Cunupia

**TELEPHONE**: 490-2594

**AGE**: 21 years

**ACADEMIC QUALIFICATIONS:**

**CAPE ‘A’ LEVELS:**

**Subject Grade**

Accounting (Unit 1) Three

Accounting (Unit 2) Three

Communication Studies (Unit 1) Three

Caribbean Studies One

Management of Business (Unit 1) Two

Management of Business (Unit 2) Two

Sociology (Unit 1) Three

Sociology (Unit 2) Two

**CXC ‘O’ LEVELS: Subject Grade**

Agricultural Science One

English A Two

Integrated Science Two

Mathematics Three

Principles of Accounts One

Principles of Business One

Social Studies Two

**EDUCATION:**  A.S.J.A. Girls’ College Charlieville

2008 – 2015

## **Work Experience:**

## **Green Clean Caribbean Ltd**

**Office Assistant**

July 2016 to present

**Responsibilities:**

* answer phones and transfer to the appropriate staff member
* customer receivables is done every week and the customers are called to follow up on payment
* receive, sort incoming mail
* Checking bank balances
* Doing up invoices
* Writing receipts upon payment
* monitor incoming emails and answer or forward as required
* fax, scan and copy documents
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* Petty Cash & Purchases Journal is also done
* monitor and maintain office supplies
* perform work related errands as requested such as going to the bank and NIS office

## **Low Cost Supermarket**

**Cashier**

March 2016 to present

Responsibilities:

* Responsible for counting contents of cash register drawer at the end of each shift
* Scans items, requests price checks, honors appropriate coupons, collects payment and gives change as appropriate.

**REFERENCES:** Wendy Ali

John Peter Road, Charlieville

Auditor

476-1427

Issac Dialsingh

Dyette Trace Ext, Cunupia

Lecturer

763-5179