Cindy Hendy

#1 TNA Road, Point Ligoure, Point Fortin | 1(868)313-8554 | jckyliemarieali@gmail.com

# Objective

To use my skills in the best way possible for achieving the company’s goals.

# Education

## CXC O’Levels- General profiency

* Mathematics: Grade 2
* English A: Grade 3
* Principles of Business: Grade 3
* Office Administration: Grade 2
* Social Studies: Grade 2

# Skills & Abilities

## Health & safety

* Certificate: Health & Safety and Environmental Awareness
* Certificate: OSHA General Industry
* Certificate: First Aid, CPR and AED

## computer skills

* Certificate: Computer Literacy- Grade A
* Certificate: Microsoft Office Applications- Grade B+

## Leadership

* Certificate: Basic Security Supervisor

## Beauty

* Basic Make up Application
* Advance Make up Application

# Experience

## Data Entry Clerk | tang hap supermarket | august 2014-june 2015

* Daily responsibilities include: entering information into computer databases for record keeping, organizing files and collecting data.

## Cashier | massy supercenter | july 2013-july 2014

* Received payment by cash, cheque, credit cards, vouchers and debit cards.
* Issue refunds, change due to customer and count money at the beginning and end of shift.

## book rentals assistance- ojt programme | october 2012- may 2013

* Issue students with textbooks from the Ministry of Education.
* Ensure Textbook Agreement Forms are signed by parents.

## woman estate constable/supervisor/administrative assistant| August 2008-November 2011

* Maintaining access control throughout the port and estate.
* Conducted regular patrols throughout estate and to officers.
* Submitted daily reports to the client.
* Enforced and maintained the laws of the Estate in accordance with the Supplemental Police Act 15:02.
* Provided good client and customer service.
* Paraded and dispatched officers to respective locations.
* Performed clerical duties; answering phone calls, taking memos and maintaining files.

# References

## pastor kevin smart

Pastor

Aripero Open Bible House of Praise

1(868) 310-0024

## benedict mclean

Site Security Officer (PFSO)

Atlantic LNG

1(868) 355-7356