Mailing Address: Cell: 1(868) 682-9445

c/o Chandan Ramjit, 1(868) 367-6133

Hydraulic Trace, Facebook: @Suresh Oudai

Kelly Village, Twitter: @BoySuresh

Caroni, Email: sureshoudai261@gmail.com

sureshoudai06@hotmail.com

Suresh Oudai

**Resume**

**Age:** 44 Years Old

**Date of Birth:**  19thSeptember 1972

**Marital Status:**  Single

**Education:** 1987 - 1999: - Rio Claro West [Formerly Rio Claro Comprehensive School]

1999 - 2000: - St. Kevin’s College and Computer Tuitions Centre

2000 - 2000: - Sarah’s Educational Academy Limited\*

2006 - 2007: - C & D Business Enterprises Training Centre

2017 - ????: - University of The West Indies (Open Campus), St Augustine

**Qualifications:**  **Six CXC O’ Levels**

English ‘A’ 2

Mathematics 2

Principles of Accounts 2

Principles of Business 2

Geography 2

Social Studies 2

**Computer Literacy (Basic)**

**One GCE O’ Level**

Human and Social Biology C

**Advance Computer Literacy A**

**Peachtree Accounting C**

I went to school at Sarah’s Educational Academy Limited; but I wrote the examination at Daniell Educational community in San Fernando

**Experience: Business Operative Assistant 1**

July 2015 – July 2017

Ministry of The People and Social Development

Targeted Conditional Cash Transfer Programme (TCCTP)

Division,

#107 Eastern Main Road,

Tunapuna.

* Data Entry
* Type memo, reports, and letters
* Filing works
* Answering the phone and Faxing documents
* Photocopying
* Attending to the Public
* Stock Inventory and issue Office Consumables/Supplies

**Clerk**

February 2010 – July 2015

Ministry of The People and Social Development

Targeted Conditional Cash Transfer Programme (TCCTP)

Division,

Marlson’s Building,

#97 High Street,

Princes Town.

* Data Entry
* Type memo, reports, and letters
* Filing works
* Answering the phone and Faxing documents
* Photocopying
* Attending to the Public
* Stock Inventory and issue Office Consumables/Supplies

**Clerical Assistant**

June 2009-February 2010

Ministry of Education

Examination Section,

Sutton Street,

San Fernando.

* Attending to the Public
* Answering the phone
* Data Entry

**Clerk 1**

October –November 2008

The Eastern Regional Health Authority

High Street,

Rio Claro.

* Answering the phone
* Filing work
* Data Entry
* Photocopying

**Temporary Clerical Assistant**

June-September 2007

Ministry of Education

Examination Section,

Sutton Street,

San Fernando.

* Attending to the Public
* Answering the phone
* Data Entry

**Temporary Tax Assistant**

January-December 2006

Ministry of Finance

Board of Inland Revenue Division,

High Street,

Rio Claro.

* Attending to the Public
* Answering the phone
* Filing work

**Customer Service Representatives**

May-August 2005

Ingerhall and Associates Limited

Independence Square,

Port-of-Spain.

* Answering the phone
* Provide Internet service and to query E-mail addresses
* Photocopying
* Filing work

**Temporary Clerical Assistant**

October-December 2003

Ministry of Social Development

Social Welfare Division

LP #860 Naparima Mayaro Road,

Rio Claro.

* Attending to the Public
* Data Entry
* Filing work
* Photocopying the phone

**Accounts Clerk**

December 2002-May 2003

Ministry of Local Government

Mayaro/Rio Claro Regional Co-operation

On The Job Training (OJT) Programme

High Street,

Rio Claro.

* Data Entry
* Computer Works – Microsoft Word and Excel
* Answering the phone

**Clerical Assistant**

January-December 2001

Ministry of Labour

Employment Training Programme (ETP)

Saisbhan’s Building,

High Street,

Rio Claro.

* Attending to the Public
* Answering the phone
* Photocopying

**Hobbies**: Listening to music, reading, and surfing the World Wide Web.

**General:** I am a member of The Trinidad and Tobago Chapter of Disabled

Peoples’ International (TTCDPI).

Despite my disability, I can climb stairs.

In 2011, I was honour by The Ministry of The People and Social

Development for Social Work.

I am pursuing my BSc in Social Work at the University of the West Indies (Open Campus), St Augustine.

**Testimonials:** (1) Ms. Caroline Gangapersad

Business Co-Ordinator 1

Ministry of Social Development and

Family Services

# 107 Eastern Main Road,

Tunapuna.

(2) Mr. Chandan Ramjit

Businessman

Hydraulic Road,

Kelly Village,

Caroni.