Keefa L. Charles

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Phone: +1 (868) - 353 – 1084

# Objective

A position that provides me with the opportunity to contribute my skills amd knowledge in order to help the Organization to achieve its goals and objectives. And also provide great customer service to your loyal customers throughout this organization to ensure that you will have great success

# Education

Attended: Bon Air Secondary School

Year: September 2010 – June 2015

Certificate: Of Secondary School Education

Attended: Civilian Conservation Corps (CCC)

Year: September 2015 – March 2016

Certificate: Office Procedures Course



# Experience

On the Job Training (OJT)

Mrs. Penelope Beckles Robinsons Law Firm

Arima.

November 2015 – March 2016

Stars Diner

Shops Of Arima

December 2013 – January 2015

# Awards and Acknowledgments

* Two English Awards
* Office Procedures Certificate of Completion
* School Leaving Certificate
* Skills
* Secretarial Duties
* Office Procedures
* Filing
* Great Customer Service
* Works Well With Others
* Computer Literacy
* References
* Henery Roopchand- +1 (868) - 799 – 9009
* Tessa Francis- +1 (868) 351 - 4086