RESUME

**SEANDA NICHOLAS**  
 #9 Reid Lane D’Abadie Arima  
                                                                                  Phone No: (868)474-7597 Mobile  
                                          
  
  
**OBJECTIVE**: Seeking a position in a reputable organization, where my achievements, can be matched with that organization.  
  
**PERSONAL**:  
    Date of Birth:  28th July 1989  
  
    Civil Status:  Single  
  
**PROFESSIONAL EXPERIENCE**:   
                                                  
September 2006-March 2007 - **Radical Designs**            
            CSR - Sales Department  
            Ground Flour Trincity Mall  
            Trincity  
 \*Attending to customers inquiries with timely and  courteous service provided at all times  
 \*Dealing with Customers'  Complaints   
  
  
April 2007 -August 2007           -**Benihana Japanese Restaurant**  
                                                        CSR - Waitress / Cashier   
                                                      \* Taking orders at a professional level  
                                                      \* Attending to customers’ needs  
  
  
June 2008 - August2008            **-First Citizens Bank**   
                                                        \*Marketing Customer Service Representative  
                                                            for Tele Banking and Internet Banking  
                \*Dealing with customers’ complaints  
  
  
June 2009 -October 2010    **-Ministry of Planning Housing & Development**   
            \* Attending to customers’ queries   
            \* Updating Customers’ information on data base  
  
  
February 2011-June 2011 - **Almada Investments. Subway Trincity.**   
          \*stock taking   
          \*preparation staff      
          \*sandwich artist   
          \*cashier  
  
June 2011-January2012   \***Langston Roach Industries.**   
              \*merchandising all Lanher cleaning products in a timely fashion   
              \*promoting all Lanher products to customers on a daily basis.

January 2012-August 2014 \***Smith Robertson**

\*Selector

\*picking of pharmaceutical items for customers/other companies

\*case/bulk picking pharmaceutical items

\*billing containers to go out to customers on a timely service

August 2014- March 2015 \***Island Finance Limited**

\*loans officer

\*teller duties

\*telemarketer of Island Finance’s services

\*cashier

March 2015-June 2015 \***Citibank**

\*bulk teller

\*commercial teller

**EDUCATION:**  
           1993-2000                          ARIMA GIRLS’ R. C. SCHOOL  
  
  
  
  
          2001-2006        ASJA GIRLS’ COLLEGE  
                                  CXC- Mathematics ll  
            Social Studies ll  
                English Language ll  
  Principal of Business lll  
                                              Principal of Accounts lll  
                                            Human & Social Biology lll  
                        
  
**OTHER TRAINING**:                    
                                                      NEDCO  
  2006  Computer Literacy

2008 Certificate in Business Management - School of Higher Education.   
  
  
  
 2009 MINISTRY OF HOUSING AND THE ENVIRONMENT    
                                                      Business Protocol Seminar  
  
**HOBBIES:**    
                                                Cycling/Cooking/Reading/Social Relations/Swimming/Running  
      
  
  
  
  
REFERENCES:    Mr. Bernard Martin- (868) 623-4663 -(868) 384-1712   
                                            Stock  Clerk  
                                            Ministry of Housing and the Environment    
  
  
      Mr. Devon Mc Collin - (868) 685-6628

Loans Officer First Citizens Bank