**PROFESSIONAL OBJECTIVE**

I am Seeking an position in a well maintained and growing organization such as yours, were my skills can be utilized to the maximum.

**KEY** **ABITITY**

* Ability to follow instructions and work as a team player
* I can work with or without supervision
* Remarkable communication skills
* Ability to think creatively
* Very reliable and dependable
* Ability to adapt to changes

**EDUCATION**

* 1997-2004 New Grant Government Primary School
* 2004-2007 Princes Town Junior Secondary School
* 2007-2010 princes Town Senior comprehensive School

**CXC ‘O’ LEVELS GRADE**

* English A Three
* E.D.P.M Three
* Office Administration Three
* Principles Of Accounts Three
* Principles Of Business Three

**Work Experience**

**Couva Brokerage House Ltd**

**Tel: 679/8706 or 679/0768**

**(April 2013-June 2017)**

* Worked as a Data Entry Clerk, preparing Import and Export Declaration,Impot Permit/License and Certificate of Origin
* processed invoices for customers
* Assisted with account receivables, payables and petty cash in peach tree
* Answer phones/make calls
* Control and supervised all import and export clearances on the field
* Experience working with Ace, Navis and Asycuda World

**SKILLS CERTIFICATES**

* First Aid and CPR (Trinidad and Tobago red cross)
* Practical Accounting (School of Practical Accounting)
* Pursuing C.A.T. at School Accounting Center

**HOBBIES**

* Sports- Volley ball , Cricket
* Spending time with family
* Socializing- Church Activities

**REFERENCES**

**Lynnelle Hamilton**

Position: Teacher

Contact: 380-1719

**John Henery**

Position: Church Elder

Contact: 467-6988