Objectives

To secure a position in Massy Stores that will provide me skills and professionalism.

Experience

July- August 2016 Micon Marketing Ltd.

Fernandes Industrial Center

EMR Laventille.

Receptionist

* Successfully answered incoming calls and make outgoing calls
* Accurately took and relayed adequate messages
* Provided courteous and efficient service to customers
* Efficiently sequenced and matched invoices

July- August 2017 Micon Marketing Ltd.

Fernandes Industrial Center

EMR Laventille.

Shipping and Receiving Clerk

* Successfully received phones into the accounting system
* Accurately dispatched cards and prepared excel spreadsheets for dispatching orders.
* Efficiently and effectively sorted, counted, and packaged Digicel scratch cards.

Education

**Holy Name Convent, Port-of-Spain**

2017  CAPE A’Level Examinations

* Caribbean Studies ( Grade 1)
* Accounts Unit 1 (Grade 2)
* Management of Business Unit 2 (Grade 1)
* Economics Unit 2 (Grade 1)

**Holy Name Convent, Port-of-Spain**

2016 CAPE A’Level Examinations

* Communication Studies (Grade 2)
* Accounts Unit 2 (Grade 1)
* Management of Business Unit 1 (Grade 1)
* Economics Unit 1 (Grade 3)

**Holy Name Convent, Port-of-Spain**

2015 CSEC O’Level Examinations

* Mathematics (Grade 1)
* English Lang (Grade 1)
* Social Studies (Grade 1)
* Principles of Accounts (Grade 1)
* Principles of Business (Grade 1)
* Additional Mathematics (Grade 2)
* Spanish (Grade 1)
* Food and Nutrition (Grade 1)

Other Information

2015 Volunteered at the Prime Minister’s Children’s Christmas Party

2013 Volunteered at St. Ann’s Parish July-August Children’s Camp

2010 Participated in JA Personal Finance

2010 Volunteered at St. Ann’s Parish July-August Children’s Camp

References

References will be furnished upon request