**Felicia Dublin**

33 Southern Gardens, Warden Road, Point Fortin, Trinidad

Tel: 868-345-6704

**Objective:** To obtain a position in your organization that best suits my qualification, whereby I can actively contribute towards meeting the desired goals of the organization.

**Work Experience:**

**Felise Clothing Store 2014 - present**

* Managing the daily activities and maintenance of the store
* Conducting financial transactions
* Engaging customers

**Southside Hardware 2012-2014**

* Held the responsibility of Cashier and sales clerk

**Education:**

School of practical accounting 2010-2011

School of Business and Computer Science 2009-2010

Holy Name Convent Secondary School 2004-2009

**Qualifications:**

**Certificate in the Apprenticeship Programme**

* Book –keeping B
* Finalization of accounts B
* Introduction to computers A
* Microsoft A+
* Accounts A
* Office skills A
* Advance Peachtree A

**Certificate in business information system**

* Introduction to Business C PASS
* Introduction to World of computers C PASS
* Introduction to Accounting B PASS
* IT application and skills C PASS

**Caribbean Examination Council (CXC)**

* Information Technology one
* Principle of Account two
* Social Studies two
* Integrated Science three
* Mathematics three
* English A three
* Principle of business three

**Skills/ Professional Training:**

* On the Job training (OJT) life skill training program

**Reference:** available on request