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| **Rashidah Charles**  La Canoa Road,  Lower Santa Cruz,  Frankie Lane.  [rashidaha.m.charles@hotmail.com](mailto:rashidaha.m.charles@hotmail.com)  1(868) 362-6486 |  |

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| Objective | I want to, build the success of the company while I experience advancement opportunities. |
| Skill | * Typing |
|  |  |
| Education | CSEC   * English A * Mathematics * Office Administration * Electronic Document Preparation and Management * Principles of Accounts * Principles of Business * Human and Social Biology |
|  | CAPE   * Management of Business (Unit 1) * Management of Business (Unit 2) * Digital Media (Unit 1) * Digital Media (Unit 2) * Entrepreneurship (Unit 1) * Entrepreneurship (Unit 2) * Communication Studies (Unit 1) * Caribbean Studies (Unit 1)   Advanced Proficiency Diploma |
| Experience | * Data Entry & Barcoding Clerk   02/07/2016- 09/09/16  Ministry of Legal Affairs  South Quay |

Awards

* End of term Merit Award
* Electronic Document Preparation and Management Certificate of Achievement

Hobbies

* Poetry
* Reading
* Sewing

References

* June Modeste

San Juan North Secondary School

Teacher

Phone: 1 (868) 372 8702

San Juan North Secondary School phone: 1 (868) 638 3574

* Darwin James

Trinidad & Tobago Police Service

Superintendent

South Western Division Station: 1(868) 649 0166