***Jason Baptiste***

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Professional Summary:

• Customer Service Representative with a three year progressive track record of providing exceptional customer service and handling popular POS System in the system industry.

• A precise individual who accurately balances cash and handle any discrepancy.

• Ability to understand and follow verbal and written instructions; read and comprehend written material.

• Ability to record, file and transmit information.

• Ability to communicate effectively both verbally and written.

• Ability to operate personal computers and various offices equipment.

• Knowledge of the principles pf office management.

• Knowledge of English, spelling, grammar and arithmetic.

Skills and Competencies:

• Bookkeeping

• Inventory Tracking

• Cash Drawer Balancing

• Upselling

• Complaint Handling

• Three Skill Approach

• Conceptual

• Microsoft Office

• Communication Skills

• Multi – Tasking

• Computer Know How

• Customer Service Friendly

• Problem Solving Capabilities

• Time Management

Professional Experience

• Customer Service Representative

Employment

Kentucky Fried Chicken

Westmoorings

(June 2013 - October 2016)

Education

• English - III

• Mathematics - I

• Principles of Accounts -III

• Principles of Business - I

• Social Studies - III

References

• Junior Sanoir

Maraval

Kentucky Fried Chicken (KFC) Home Delivery Co-ordinator

1868 467 - 6167

• Nadia Ayoung

Upper Abbe Poujade St Carenage

Entrepreneur

1868 298 9288