#7 Buena Vista Street, St. Joseph

Republic of Trinidad & Tobago

Contact Number: (868) 495-0073

**Nadia Rivas**

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| **CHARACTERISTICS** |  | Global mind-set individual with the ability to work independently and as a team player. Always willing to adhere to new philosophies to achieve goals and objectives in a client driven environment. |
| **Professional Achievements** |  | RBC Royal BAnk, St. Augustine Member of Safety Committee  Member of Events Committee Rbc royal bank (trinidad & tobago) Limited Client Problem Resolution Experience  Anti-Money Laundering  Know Your Client  Diversity – “Respect in the Work Place”  Sales – Acquiring New & Retaining Existing Clients  Quality Service Delivery  Teller Training  Authentication/Proof Teller Training PROTOTYPE (1996) Intermediate Typing  Office Procedures NIHERST (1996) Computer Literacy  Microsoft Office |
| **Work History** **WORK HISTORY**  **[Continued]** |  | PART TIME – SELF EMPLOYED  * Wholesaler * Sales and Distribution * Purchasing * Project Management and Planning * Sales * Marketing * Account Management * Planning and Execution of Events  rbc royal bank (Trinidad & Tobago) Limited – ADMINISTRATIVE Assistant [August 2003 – January 2014]   * Sales for Targets * Project Management * Manage Journal Systems for Managers and Account Officers * Records Management * Client Officer VIP, Personal Banking & Lending * Information Support Officer * Training & Mentoring Office Assistants * Staff Absenteeism and Punctuality Reports * Manage Client Escorts to Safety Deposit Boxes * Custodian & Distribution of Negotiable/Confidential Documentation * Custodian of Source of Funds Declaration * Minutes of Meetings * Reconciliation of Adjustment Suspense Account & Sundry Items Suspense Accounts * Payments of Branch’s Expenditure * Authentication of all the Tellers Transactions * Reconciling Dishonoured Cheques  EVE ANDRESON AND ASSOCIATES (RBC ROYAL BANK (TRINIDAD & TOBAGO) LIMITED –ADMINISTATIVE ASSISTANT) [June 2002 – July 2003]   * Manage Journal Systems for Managers and Account Officers * Records Management * Staff Absenteeism and Punctuality Reports * Manage Client Escorts to Safety Deposit Boxes * Custodian & Distribution of Negotiable/Confidential Documentation * Secretarial Functions  Indocom Limited – adMinistrative assisstant [1999 – 2002]   * Sourcing and Execution of Proposals for Tenders * Records Management * Procurement Agent * Administrative and Secretarial Functions  a.j. mauritizen and company limited – account clerk and Administative assistant [1997 – 1999 ]   * Secretary * Records Management * Custodian of Company’s Vault * Petty Cash Management * Book Keeping & Records Management of Accounts * Relocation of Expatriates * Execution & Preparation of Shipping Documentation * Execution of Quotations & Invoicing & Warehousing Documentation  herberium limited – Administrative Assisant [1997 – 1997]   * Secretary to Company’s Director * Records Management * Manage Journal System for Director * Minutes of Meetings |
| **Education** |  | b.a. managent; heriot watt university  * Operations Management 1 and 2 * Finance Theory & Markets 1 and 2 * Strategic Management / International Strategic Management * Consumer Behaviour / International Marketing  aDVANCE DIPOLMA – ASSOCIATE OF BUSINESS EXECUTIVES  * Corporate Strategy * Strategic Human Resource Management * Corporate Finance * International Business * Management Organisation |
| **INTEREST & HOBBIES** |  | Youth Ministry  * Counselling/ Arbitration * Events Planning |
| **References** |  | Ms. JOANNE SATWAR Ex Assistant Branch Manager, RBC Royal Bank  Orchard Gardens, Chaguanas  712-6731 Ms. TISHA MARK Business Owner  Meade Street, Tunapuna  765-3452  **MRS. SHARLIMA LOPEZ**  Bank Officer  Southern Main Road, Curepe  753-6195 |