KELISHA LEWIS

#23 E BALLI HOSEIN TRACE, QUARRY VILLAGE SIPARIA

PHONE – (868) 384-9354 / (868) 374-2156

EMAIL:kelishalewis52@gmail.com

**OBJECTIVE**

Seeking to become a part of the winning law enforcement team in capacity of a estate police officer, enhancing my financial status and personal development in a successful career.

**EDUCATION**

2009 BA (Hons) Business Management via University of Sunderland through School of Business and Computer Science (SBCS) – currently pursuing

The Association of Business Executives Programme

* Certificate Level Accounts Grade – C

2006-2008 Open Bible High School San Fernando

(Caribbean Examinations Council (CXC))

* Mathematics 3
* English 3
* Human and Social Biology (HSB) 3
* Social Studies 3
* Principles of Business 3

2003-2006 Exuma High School Bahamas

**WORK EXPERIENCE**

Nov 2012 – Present

Edge Mobile LTD, Siparia (**Store Manager)**

* Data Entry
* Managing Daily Function of Employees
* Ensuring That daily jobs are completed in line of goals, of the business
* Ensuring that Customer Satisfaction is Maintained

Aug 2012- Nov 2012

Deptee Hardware, Siparia (**Assistant Accounts)**

* Preparation of payroll and Data entry
* Verifying the accuracy of invoices and records

Nov 2011- July 2012

Lisa Drugs Mart San Fernando (**Sales Clerk)**

* Assisting individuals with their daily needs
* Filling of prescriptions

June – Aug 2010

Afl Steel Work, Forest Park Claxton Bay (**Receptionist**)

* Tendering of contracts
* Data entry of invoices
* Payroll assistant

**ADMINISTRATIVE SKILLS**

* Data collection
* Computer Literate
* Interpersonal skills
* Excellent Telephone Etiquette

**CAPABILITIES**

* Quick reflexes
* Great physical stamina
* Clean medical and criminal history
* Familiar with sensitive public dealing

**REFERENCES**

Simone Bryce

Manager Dr. Berry LTD

1868 365-0298

Christopher Alexander

Head, Farmers’ Market NAMDEVCO

1868 378-4841