**NYRA ALEXANDER**

**# 344 EIGHTEENTH ST. TECHIER VILLAGE, POINT FORTIN**

**Tel. # 321-4363 / 333-5154 / 325-1982**

**Email: nyraalexander21@gmail.com**

**OBJECTIVE: A strong team player, exceptionally self-motivated with good interpersonal and communication skills. An avid worker aspiring for greater development and employer’s satisfaction.**

**PERSONAL DATA:** Date of Birth : 18th September, 1994

Nationality : Citizen of Trinidad and Tobago

**EDUCATION:** Vessigny Secondary School

Omardeen School of Accountancy

**QUALIFICATIONS: CXC O’ Level - General Proficiency**

**Subjects Grades**

Principles of Accounts I

Food and Nutrition II

Principles of Business II

English II

Mathematics III

Integrated Science III

**OTHER:**

* CAT / FIA Accountancy

**WORK EXPERIENCE:**

N.C.K. Memorial Pre School

***Position: Teacher***

19/10/2012 - 30/06/2015

On The Job Training

***Position:***

* + - * ***Teacher Assistant -*** **Infants Std. 2**
      * ***Library Assistant***

13/08/2012 - 12/10/2012

G Street Consortium

***Position: Clerical Assistant***

***Duties:***

* ***Typewriting***
* ***Filing***
* ***Faxing, Photocopying, Answering the phone, Emailing***

***Position: Real Estate/ Field Officer***

***Duties: Buying and Selling Properties / Land***

**HOBBIES:**

* Music, Cooking, Dancing

**REFERENCES:** **1**. **Waheeda Ali-Nagaur**

# 1 Ashford Trace, Chatham

Tel # 690-2354

**2. Ms. Nadira Emamdeen-Khan**

Teacher 1 (P)

Lot # 10 Bowen Patino Heights Cap-de-Ville, Point Fortin

Tel. # 299-5217

**3. Cynthia Ramsaroop- Alexis**

Retired Principal

Cap-de-Ville Gov’t Primary School

Tel. # 760-4802