**CIRRICULUM VITAE**

**MRS. ESTHER TARDIEU-BAHAW**

**Date of Birth**: October 09, 1980 **Marital Status:** Married

**Children**: 1 (one)

**Objective:** To be both effective and efficient, to gain utmost self fulfillment and to make full utilization of my knowledge, skills and training to enhance my employer’s organization.

**WORK EXPERIENCE:**

October 05, 2015 – June 2017 CARMINO HOLDINGS LIMITED

Job description: Administrative Assistant

Main Duties and Responsibilities

* Clear telephone and e-mail messages.
* Answer telephones and thereafter giving appropriate and relevant information of property listings to clients and agents.
* All info received from clients must be entered into the relevant books for reps to see and handle.
* Assisting with the sourcing and organizing of appointments for viewing of properties for Carmino Properties Ltd Real Estate Agents and clients.
* Preparation of legal rent and sale Agreements for Carmino Properties Ltd clients.
* Maintain the filing system.
* Update and manage information on the website.
* Maintenance of property listings database.
* Manage the going and coming of the keys.
* Order Business Cards and other relevant stationery when necessary.

April 01, 2014 – September 23, 2015 TRINIDAD CHILDREN’S DENTISTRY

Job description: Data Entry Clerk

Main Duties and Responsibilities

* Enter patient’s data and history
* Answer telephones to book appointments.
* Daily confirmation of patient’s appointments.
* Assist with transfer of patients to and from exam rooms.
* Assist with the setting up of medical trays.
* Assist with the preparation of invoices and insurance forms.
* General maintenance of office, lab and exam rooms.

December 2007 – May 2014 GALT REAL ESTATE LIMITED

Job description: Administrative Assistant

Main Duties and Responsibilities

* Clear telephone and e-mail messages.
* Answer telephones and thereafter giving appropriate and relevant information of property listings to clients and agents.
* All info received from clients must be entered into relevant books for reps to see and handle.
* Assisting with the sourcing and organizing of appointments for viewing of properties for Galt Real Estate Agents and clients.
* Update all Big Companies and Agents with rental and sales respectively.
* Preparation of legal rental and sale Agreements for Galt Real Estate clients.
* Maintain the filing system.
* Update and manage information on the website.
* Maintenance of property listings database.
* Manage the going and coming of the keys.
* Clean the office every month.
* Change big ads once a month with any minor changes during the said month.
* Order Business Cards and other relevant GRE stationery when necessary.
* Assisting with property management for Bergerac Court Limited and other properties.

June 2005 – 2007 TRINIDAD AND TOBAGO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Job description: Administrative Assistant

Main Duties and Responsibilities

* Data entry: both computerized and filing system, of all forms including relinquishment, boarding and adoption forms etc
* Monthly report of all animal present at the shelter
* To ensure that all animals leaving and entering the compound are documented, to do follow up calls and to ensure that these animals are in good health and condition.
* Escorting clients throughout the shelter.
* Receptionist: answering phones, dealing with all clients and making relative bookings as well as guiding them through all the necessary procedures.
* General maintenance of the office and surrounding areas.
* Opening of the shelter on a morning
* Assisting with the cleaning of kennels.

February 01, 2000 – April 30, 2011 PIZZAZ

Job description: Assistant Manger

Main Duties and Responsibilities

* Cashier duties, preparing cash bills and downpayment bills.
* Stock checking, general accountancy of stock for entire store.
* General maintenance of store e.g. ensuring all items were properly displayed and in the right order as well as up keeping the cleanliness of the store.
* Opening and closing of the store.

October 11, 1998 – April 09, 1999 THOMAS PEAKE AND COMPANY LIMITED

Job description: Assistant Data Entry Clerk.

Main Duties and Responsibilities

* The input of requisition and purchase orders. As well as the correction of cash bills.
* Assisting other staff members with their duties and understanding of their job.
* Interfacing with a wide cross section of people.
* Assistant cashier every lunch time.

ACADEMIC QUALIFICATIONS

2001-2002 Elder’s Educational Institute

Mathematics

English

1999 Delta Soft Computer Training

Basic Business Introduction to Computer Software

1996-1998 Bishops Centenary College

Mathematics

English

Social Studies

Principles of Business

1993-1996 Belmont Junior Secondary School

1986-1993 Boissierre R. C. School

CAPABILITIES

* Excellent interpersonal, organizational and communication skills.
* Transfers ideas and plans into actions.

SKILLS

* Ability to work unsupervised and in high profile environment.
* Ability to motivate people and head projects well.

INTEREST: Swimming, Tennis, Camping.

Referees:

Dr. Raymond Deonanan

D.V.M (DISTINCTION)

Cell #: 1-868- 681-5301

Christine Galt

Multiple Business Owner

Cell #: 1-868-680-2746

Dr. Karly Francis

Pediatric Dentist

Office #: 1-868-221-6805