**NATASHA GRAHAM**

**#55 RENN AVENUE, BAMBOO VILLAGE, LA ROMAINE**

**EMAIL:** [**natashagraham\_26@yahoo.com**](mailto:natashagraham_26@yahoo.com)

**TEL: 384-0245**

**CAREER OBJECTIVE:** Seeking a full time job in as an Office Clerk in an established organization where there is a need for a variety of office administration training and skills such as computer operation, data typing and front office services where my knowledge will be highly utilized in organization productivity and office management.

**EMPLOYMENT HISTORY:**

**June 2016- Sep 2016/Oct 2016- Apr 2017**

Police Administration Building/Finance Department Port of Spain

* **Position – Contracted Clerical Officer/Medical Claims Clerk**

Preparing of medical reimbursement and claims for officers and companies for payment. Claims such as optical, dental, surgeries. Handled incoming calls. Managed visitors. Dealt with inquires and requests.

**May 2015- May 2016**

GHRS- Government Human Resource Services/Police Administration Building

* **Position – Clerical Relief Officer/Front Desk Clerk**

Manage telephone calls and dealing with general enquiries of the public and police officers. Maintained accurate records of the cheques printed, returned and handed out. Assisted in preparing packages for banks and other institutions.

**Aug 2014 – Mar 2015**

Trinidad and Tobago Postal Service/Siparia Regional Cooperation/On the Job Training

* **Position – Field Officer**

Number/Re-number houses and/or buildings to meet the new S42 numbering system. Interact with the public on the directions given by the supervisor.

**Feb 2014 - Oct 2014**

Youth Training and Employment Partnership Programme Fyzabad Centre

* **Position - Clerical Assistant**

Worked on office computers and other equipment as needed. Printed reports and documents such as spreadsheets for payment of trainees and teachers as needed for payroll department. Maintain and update database.

**Sept 2008 – Nov 2008**

Sacha Cosmetics

* **Position – Customer Service Representative**

Receive customers. Help customers choose and test products.

**Nov 2005 – Dec 2005**

K.F.C

* **Position – Customer Service Representative**

Receive customers daily. Ensure daily receipts are balanced.

**Aug 2005 - Oct 2005**

Pizza Hut

* **Position – Cashier**

Take and place orders. Balance daily receipts. Prepare deposit for receipts.

**QUALIFICATIONS: C.X.C O’Levels (GENERAL)**

Agricultural Science 1

Office Administration 2

Principals of Business 3

English A 3

Social Studies 3

Mathematics 3

**EDUCATION:**

**Sep 2002- July 2004**

Pleasantville Senior Comprehensive

* **Caribbean Examination Council (CXC) Certification**

**TECHNICAL VOCATIONAL:**

Youth Training and Employment Partnership Programme (YTEPP)

**Mar 2013 – Nov 2013**

* **Data Operations, Certification**

**Sep 2008- Mar 2009**

* **Micro Entrepreneurship, Certification**

Advanced Skill Training Centre (ASTC) Centre – Servol

**Apr 2007- Dec 2007**

* **Networking, Certification**
* **PC Repairs, Certification**

**Jan- Apr 2007**

* **Computer Literacy, Certification**

**REFERENCES:**

Ms. Kami Marie Marcelline Mr. Keele Webb

Republic Bank Ltd Ministry of National Security/Airguard Grade 2 Teller Senior Technician

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