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**Kimberly Lezama Paul**

**BLDG,19 ,UNIT A,CARLSEN FIELD HOUSING CHAGUANAS**

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RESUME

**OBJECTIVE**: ***To be the best at what I do and to always keep a standard of professionalism and to ultimately achieve my goal of becoming a productive member of society***

**OCCUPATIONAL EXPERTISE**

***Currently Haagen dazs***

***Price plaze***

***Supervisor***

Book keeping

Accounting

Data entry

Stock Taking

Managing Employees

Banking day sales

Opening and closing store

Rituals Coffee House

**Maraval Road Newtown**

**Manager**

***Duties include:***

* **Preparing invoices.**
* **Ordering stock.**
* **Bookkeeping**
* **Accounting**
* **Data entry**
* **Day to day running of the Store**
* **Customer Relations.**
* **Closing sales**

**Pizza boys**

**Gulf city**

**Supervisor**

***Duties include:***

* **Stock check**
* **Supervising a team of 0ver 12 persons**
* **Receiving Stock**
* **Bookkeeping**
* **Accounting**
* **Ordering stock**
* **Day to day running of store**
* **Data entry**
* **Customer relations**
* **Opening and closing store**

**SUBJECT**

**English A- 1 understanding [a],expression [a]**

**English B- 2 Drama [a],Poetry [a], Prose [d]**

**Geography -3 Practical skills [c] Knowledge and Comprehension [b]**

**Integrated Science -2 Knowledge [c] ,Practical skills [a]**

**Mathematics 2**

**Principles of Accounts 3**

**History 3**

**Principles of Business-3**

**Social studies -2**

**Home economics-1**

**HOBBIES AND EXTRA CURRICULAR ACTIVITIES**

**Walking, listening to music, cooking and meeting new people**

**REFERENCES**

**Nariba Paul**

**Assistant Manager**

**Timeless Events**

**Chaguanas**

**Tel.: 384-8639**

**Felicia Smith**

**Graphic designer**

**Tel.: 355-0478**

Josann Smith

**EBC**

**Arima**

**Tel.: 331-8344**

**Ria Augustine**

**Store Manager**

**HD CAFÉ LTD**

**Tel ; 718-3115**