ADDRESS: #27 Lumsden Street, CONTACT NUMBERS: CELLULARS: 1(868)773-4200

Gasparillo. 1(868)310-4200 E-mail : dede\_nyawi@yahoo.com HOME: 1(868)222-2633

***Dede Iheoma Nyawi ***

…………………………………………………………………………………………………………………………………………………….

**Objective**  To gain the necessary work experience in a productive

business environment which will enable me to obtain the

required qualities and attributes to some day run my own

successful business enterprise.

**Date Of Birth** 01st November, 1977.

**Education**

* MarabellaSenior Comprehensive School (1994 – 1998)
* Gasparillo Composite School (1989 – 1994)
* Gasparillo Government School (1982 – 1989)
* St. Martin’s Private School (1980 – 1982)

**Caribbean Examinations Council – O’ level**

* Mathematics
* English A
* Typewriting
* Office Procedures
* Principles of Business
* Social Studies

**Computer Skills** Certificate of Achievement (1994 – 1995)

**Hands On Work Experience:**

* Counterpoint 7.10 Point of Sale System
* Unix Point of Sales Systems
* Microsoft Excel 2003
* Microsoft Word 2003
* Microsoft Power Point 2003
* Microsoft Publisher 2003

**Other Skills** Certificate of Participation (September 2006)

GraceKennedy TRINIDAD & TOBAGO LIMITED

* Customer Service & Compliance Training Seminar

**Other Skills** Certificate of Completion (August 2011)

D & L’s TRADING COMPANY LTD

* OSHA General Industry Safety Standards

**Work Experience** Mizova Services Ltd

Building # 3 Fernandes Industrial Centre,

Eastern Main Road,

Laventille, Trinidad.

Tel. 1(868)626-5324/626-2626

T/A Samsung Experience Store

Unit # 29 First Floor

Gulf City Shopping Complex

La Romaine, Trinidad,West Indies

Tel:1(868)653-7702

Manager (November 2014 – Present)

* Managing daily operations through maintaining accurate financial records, payroll, daily audits and proper invoicing, banking summaries, deposits that are prepared for the accounts department

Supervisor (December 2013 – November 2014)

* Proactively educating staff by means of monthly staff meetings
* Customer service
* Supervising staff to ensure the effective running of the store on a daily basis

Matco Company Ltd

T/A National Canners Ltd, Mabels Foods Ltd & MP Foods Ltd

Printery Ville, Factory Road,

Arima.

Tel: 1(868)646-2767/642-2789

Sales Representative (March 2012 – August 2013)

* Sales and promoting of the company’s brands throughout an assigned geographical area
* Collection of customer’s accounts
* Billing of invoices
* Customer service

TruValu Supermarket Ltd

T/A $ Value Supermarket Ltd

# 35 Bonne Aventure Road

Gasparillo

Tel: 1(868)650-3456/650-1623

Manager (June 2009 – March 2012)

* Conducting all human resource activities such as interviewing and managing all employee records
* Managing daily operations through maintaining accurate financial records, payroll, daily audits and proper invoicing, banking summaries, deposits that are prepared for the accounts department
* Proactively educating staff by means of monthly staff meetings

TruValu Supermarket Ltd

T/A $ Value Supermarket Ltd

# 35 Bonne Aventure Road

Gasparillo

Tel: 1(868)650-3456/650-1623

Purchasing Officer/Supervisor (May 2005 – June 2008)

* Responsible for all the purchasing activities at the store
* Maintaining stock control
* Constant upgrades of procedures and layout of store structure

TruValu Supermarket Ltd

T/A $ Value Supermarket Ltd

# 35 Bonne Aventure Road

Gasparillo

Tel: 1(868)650-3456/650-1623

Head Cashier (June 2003 – May 2005)

* Training cashiers in the execution of their duties
* Balancing cashiers and ensuring timely G4S Security deposit
* Supervising Western Union Customer Service Representatives’ and ensuring accounts are balanced daily and overseeing the monthly audit

TruValu Supermarket Ltd

T/A $ Value Supermarket Ltd

# 35 Bonne Aventure Road

Gasparillo

Tel: 1(868)650-3456/650-1623

Cashier (August 2001 – June 2003)

* Cashing duties
* Providing customer service

References

Mr. Kieffern Wilson

AREA FIELD MANAGER

Mango Media Trinidad and Tobago Ltd

SAMSUNG

CONTACT NUMBERS

OFFICE: 1(868)

CELL: 1(868)759-9106

Mr. Sashi Seeram

GROCERY DIVISION MANAGER

National Canners Limited

MATCO LTD

CONTACT NUMBERS

OFFICE: 1 (868)646-2767

CELL : 1 (868)685-3776

Mrs. Parbatee Dharamjit

SUPERVISOR/HEAD CASHIER

TruValu Supermarket Ltd

T/A $ Value Supermarket Ltd

CONTACT NUMBERS

OFFICE: 1(868)650-3456/650-1623

CELL : 1(868)486-7282