**Rachel Mc Bain Narcis**

Phone: (868) 369-3375 Address: #9 Herbert Street

Email: rachelmbnarcis@gmail.com St. Clair, Port of Spain

**SUMMARY:**

* + - Over 10 years of valuable managerial and leadership experience
* Incredibly hard-working, professional and reliable individual

**EXPERIENCE:**

**2014 - 2017:**

**Senior Supervisor at Kanmic Supermarket**

* + - * Ordering and receiving of stock in a timely and efficient manner
      * Opening and organizing of store and daily operations respectively
      * Supervision of cashiers and floor workers, etc.

**2008-2014:**

**Manager for National Petroleum Marketing Company**

* Managing of several service stations across Trinidad including Tragarete Road, Morvant, Starlite, Arouca and Curepe
* Preparing of staff salaries, daily accounting and deposits
* Preparing of monthly NIS and health surcharge payments, etc.

**2006-2008:**

**Assistant Manager for National Petroleum Marketing Company**

* Preparing of paperwork and accounts for the service station
* Supervision of cashiers and pump attendants
* Organizing weekly roster for staff in a satisfactory manner, etc.

**ADDITIONAL EXPERIENCE:**

Supervisor at NP Marketing Company

Office Clerk at NP Marketing Company

**EDUCATION:**

**El Dorado East Secondary School**

**N.E.C. 1988**

* Typewriting (45 w.p.m.)
* Office Practice
* Elements of Commerce
* English Language

**INTERESTS:**

* Interior Decorating
* Baking
* Travelling

## REFERENCES

# Ms. Jenise John

Head Floor Supervisor at Kanmic Supermarket

Bon Air Gardens

Arouca

Telephone: 1-868-312-9230

# Mr. Milton Henry

Retired Supervisor at TTPOST

Diego Martin

Telephone: 1-868-685-6217

**Additional references available upon request**