Khadijah D. Phelps

#19 Agra Street, St. James

868-329-0583/ 868-495-2250

khadijah\_phelps@hotmail.com

**Objective:** To bring to the company my creative, hardworking, great communication skills, and good customer service.

**Education**: **St. James Secondary School** (2011-2016)

* Mathematics
* English A
* Principles of Accounts
* Principles of Business
* Integrated Science
* Additional Mathematics
* Technical Drawing

**Diego Martin Lessons Academy** (2016- present)

* Mathematics
* English A
* Principles Of Business

**Work Experience**:

* **Ocaziao Cake Decorating Supplies- #19 Agra Street, St. James.** (2012, 2013)- *Easter, Summer & Christmas Vacation, after school.*

**Position**: Office Assistant/ Receptionist.

**Job Details**: Filing, stock taking, data entry, cashing, packing & pricing of stock, answering telephone calls.

* **The Trinidad Building and Loan Association- #89 Queen Street, Port of Spain.**  (2015)- *Summer Vacation.*

**Tel: 868-623-1501-4***.*

**Position:** Office Assistant/ Receptionist.

**Job Details:** Filing, Answering telephone calls.

* **Merchant Credit Card Agency Limited- #18-20 Pembroke Street, Althom Building, Suite 10, Port of Spain.** (2016)- *Summer Vacation.*

**Tel: 868-623-4652**

**Position:** Receptionist

**Job Details:** Answering telephone calls, Filing, Data Entry (*Compiling a data base for prospective clients*).

**Personal Qualities:** Amicable, Good customer service, Competent, Fast learner, Dependable, Honest, Industrious, Responsible, Good punctuality.

**References:**

* **Heather-Ann Walcott**

Manager at Excellent Stores Ltd.

326-1203.

* **Natalie Johnston**

Accounting Assistant

Ocaziao Cake Decorating Supplies.

723-5652

* **Elroy Weekes**

Lawyer, Contractor

Weekes and Hinds Law Firm

707-8885

* **Leslie Nelson**

Chief Executive Officer

The Trinidad Building and Loan Association

487-9840