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OBJECTIVE

To enhance my skills, knowledge and career development through work experiences, thus becoming a reliable asset to your organization.

WORK EXPERINCE

* Infinity Electrical and Plumbing Supplies Limited.

Account department:

20th March 2017 – to present

**Responsibilities:**

* Accounts receivable
* Accounts payable
* Data entry
* Arawark and company Ltd:

Quality Control Department

3 months training programme (UTT)

11th January 2016 – 31st March 2016

EDUCATION

* Currently studying (September 2013 to present)

Diploma in Chemical Engineering

University Of Trinidad And Tobago

* High School Certificate

Couva West Secondary

Graduated: 2013

Subject Grade

Biology Three

Chemistry Three

English A Three

Mathematics Two

Physical education and sports Two

Physics Three

Technical Drawing Two

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* School of Practical accounting

And accounting services

Certificate in Human resource management

Graduated: 2013 Grade A

**ADDITIONAL INFORMATION**

* Familiar with:
* Microsoft word
* Microsoft PowerPoint
* Peachtree

INTERESTS AND ACTIVITES

* An active member of the UTT Volunteer Centre: September 2013 to present
* Member of the Nrityapriya Dance Academy: October 2014 to present
* Table Tennis
* Swimming

REFERENCE

* Abhinash Jagai

NU-IRON LIMITED

Caribbean Drive, Point Lisas Industrial Estate

Point Lisas, Trinidad and Tobago, West Indies

Contact no. MOBILE: 793-0815; WORK 696-1944 ext. 3074 Email: [abhinash7@yahoo.com](mailto:abhinash7@yahoo.com)

* Carlene Sookram

Administrative Assistant

Student Social Responsibility and Volunteerism Centre.

Student Support Services

Contact no. MOBILE: 330-2946