**OBJECTIVE**

An entry level within your organization where I can utilize my experience, knowledge and competencies, and continue to grow and develop my professional skills, whilst adding value to the company.

**PERSONAL**

Date of Birth: November 28th, 1988

Gender: Female

**PROFESSIONAL EXPERIENCE**

I have gained 9 years experience in the Administrative field.

**October 2010– October 2017: *Sunny Group of Companies – Document Control Supervisor***

* Data entry, record keeping and file management
* Excellent in using the Laserfiche software; Maintaining, monitoring and uploading unto Laserfiche, Generating reports and converting to excel format from Laserfiche
* Maintaining Consolidated files
* Training and supervising any new or temporary staff in the department
* Preparation of cheques, cheque payment vouchers, petty cash and other minor duties for the accounts department.

**June 2009 – September 2010: *Grove Hardware Limited – Purchasing & Clerical Assistant***

* + - * + Monitoring the inventory and making orders.
        + Filing and documenting all invoices, payment vouchers and other documents.
        + Ensuring payments are made to suppliers on a timely basis.

**November 2008 – June 2009: *David's Plumbing and Hardware Supplies Limited – Office Assistant***

Billing Clerk

Maintaining Sales and Purchasing files as well as performing administrative duties.

**February 2008 – November 2008: *Revenue Office (OJT)- Sangre Grande***

Clerical Assistant

**September 2007 – February 2008: *Detour Tru Fit Gar*ment**

Sales Representative

**EDUCATION**

**Currently Pursuing:** Business Management – Diploma 5

Sital College of Tertiary Education

* + - * + Marketing Policy, Planning and Communication
        + Financial Accounting

**Diploma**

* + - * + Quantitative Methods for Business and Management
        + Managing the Customer Relationship
        + Human Resource Management
        + The Business Environment
        + Organizational Behaviour
        + Priniciples of Business Law

**Certificate/Introductory Level**

* + - * + Introduction to Business Communication
        + Introduction Business
        + Introduction to Financial Accounting
        + Introduction to Quantitative Methods

**CXC O’Levels**

Modern Business: 2007 - 2008

* + - * + Mathematics
        + Principles of Accounts
        + Social Studies

St. Augustine Senior Secondary Comprehensive School - Sept 2003 – June 2005

* + - * + Principles of Business
        + English A

**SKILLS AND COMPETENCIES**

Proficient :

* + - * + Filing and Organizing
        + Laserfiche software
        + Excellent planning and time management skills
        + Able to meet deadlines, work on assignments, and as a team player.

**REFERENCES**

Ruel Amin Ward, Operations & Document Control Manager – Sunny Group of Companies

Tel: 755-7005

Cameron Daniel, Sales Supervisor – ADM Import Export Distributors Limited

Tel: 295-8617