**OBJECTIVE*: To work with diligence and determination for the benefit of the organisation, in an effort to enhance my skills and abilities, that will help me become more all rounded individual in the business world.***

***WORK EXPERIENCE:***

* ***Nedcom Limited- (April 2016-July 2016)***

*-*Preparation of monthly invoices for customers on Peachtree Accounting system

-Dispatching of truck Drivers to appointed locations on a Daily basis

- Answering all incoming calls, transferring calls and\or taking messages when necessary

-Data entry

-Assisting in the preparation of Tenders to meet appointed deadlines

-Preparation of NIS/P.A.Y.E/BIR information for fortnightly and monthly payments of workers

-Filling of all Documents

-Preparation of Payslips for employees

* ***Ministry Of Works And Transport Arima- Clerical Assistant (May2014-April 2016)***
* Balancing pay sheets for Daily-paid employees. (Accounts)
* Ensuring that the right figures are entered into the bank accounts of daily paid employees. (Accounts )
* Assist in NIS Department
* Preparation of payslips for Daily rated employees
* Taxing of specific deduction for Daily rated employees
* Preparation of Memos and other Documents
* Data entry
* Assisting with the maintenance of the Stores department as well as monitoring the use of stationeries etc.
* Answering all incoming calls, transferring calls and\or taking messages when necessary
* Prepares documents for dispatching
* Successfully organizing small staff functions

* ***Tutoring Students (2013-2017) part time( Primary School Syllabus) Rodney Niamool***
* Helps student develop the necessary study skills to improve their academic performance.
* Ensure all assignments and projects are completed in a timely manner.

* ***(November 2013-Jan 08 2014) Peter Bovell Ltd Arima -  Branch Manager***

- Achieved financial objectives by using Peachtree accounting software

-  Maintained an accurate stock count on a daily basis

- Created invoices for sales and transfers

- Responsible for opening and closing of the store.

* ***(March 2013-May 2013)  MP Security Technologist Ltd- Monitoring Clerk***

- Responsible for ensuring the health and safety of the officers

 -Successfully resolved any interdepartmental issues that arose among officers.

* ***(October 2012- March 2013) Peake’s Petroleum Tacarigua- Cashier***
* Greeted customers warmly before proceeding to cash their items.
* Assisted with the daily stock count of goods
* Ensured all daily transactions balanced.

* ***(2012) Trinidad Pet And Hobby Ltd- Secretary***
* Answered all incoming calls and took messages and/or when necessary.
* Created invoices for Sales And Orders
* Assisted with Packaging of products

* ***(November 2011- February 2012) Tunapuna Shopping Center- Sales Clerk***
* Greeted customers warmly and provided assistance if needed
* Assist customers with the purchase of an item
* Restocked shelves when necessary while maintaining an accurate stock count

**EDUCATION:**

September 2015– Present    ***University Of The Southern Caribbean***

B.Sc in Social Work

December 2015-  ***University Of The Southern Caribbean***

                           Pre- University Certificate

June 2013 -           ***University of the West Indies***

                   Introduction to Child Psychology

March 2012     ***Trinizuela Technical and Vocational College /*** ***Civilian Conservation Corps***

**Secretarial Administration**

* Basic IT for Office Application
* Office Procedures
* Computer- Type writing

 June 2011 ***Asja Girls College Tunapuna***

***CSEC***

* ***Mathematics III***
* ***English II***
* ***Human and Social Biology III***
* ***Physics IIII***
* ***Spanish IIII***
* ***Literature IIII***

**OTHER SKIILS:**

* Proficient in Microsoft Word, Excel and PowerPoint
* Strong leadership skills
* Excellent verbal and written communication skills
* Team player

**REFERANCES:**

* **RODNEY CHARLES**

Private Bailiff

#1 Goya Housing Development

Goya Street.

Mobile number: 312 - 1026

* **DAVID CHEN**

    District Administration Officer

             Ministry Of Works and Transport (St. George East District)

Mobile number: 798 – 8453

* **RODNEY NAIMOOL**

Ministry of Health

Amythis Drive El Dorado.