**GAZELLE MARK**

**LP # D 9 Circular Road Extension**

**Republic of Trinidad and Tobago**

**Phone mobile: (1-868) 382-6013, (1-868) 391-0365**

**E-mail Address: gazellemarkd@gmail.com**

**OBJECTIVE:**

To obtain work experience and job permanence

**EDUCATIONAL BACKGROUND:**

**October 23rd-December 11th 2016 - SBCS**

Professional Certificate in Office Administration

**2012-2013- SITAL College**

ABE Professional Diploma in Business Management

**2011-2012 – Toco Secondary**

(CAPE) Advanced Level Certificate - Five (5) Subjects

**2005-2010 – Toco Secondary School**

(CXC) Ordinary Level Certificate – Eight (8) Subjects

**WORK EXPERIENCE**

**8th may 2017 to July 2017-**Sangre Grande Mariah Grocery

Cashier

**November 2016- January** 2017-IQOR Trinidad Limited

Call Agent training Program

**March 2016- October 2016**- Dental centre

Dental Assistant

**3rd/09/2014- 06th/10/2015**- St. Joseph Enhanced Health Centre

OJT as CSR in Medical Records Department

**COMPUTER SKILLS**

Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint