Makeba Rollocks

#5 Albert Avenue

Les Effortes East

San Fernando

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Telephone- 472-0808

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| **Objective:** | To obtain a position within an organization that seeks career driven, customer and results focused individuals that will effectively contribute towards achieving the organization goals. | |
| **MAJOR ROLES**  **Team oriented:** Working diligently as a part of a team to achieve the organization’s key goals and metrics. | | **Customer Service:** Provide excellent customer service by ensuring commitments to customers both internal and external are meet.  Ensuring completion of all queries to avoid escalation. |

**EMPLOYMENT HISTORY:**

March 2016- Present- Kidz Rock Boutique – Manager

* Meeting daily and monthly targets
* Responsible for contacting customers
* Assisting customers with challenges
* Selling products and services
* Advertising Products and Services
* Cashing

November 2014-2015

* Responsible for contacting customers
* Handling large sums of money
* Assisting customers with challenges
* Meeting daily and monthly targets
* Completing daily reports

The Dollar Store - Sales Clerk

Shashillas – Cashier

Pizza Hut – Cashier / Waitress

C.K.G.S.F. Sales Company – Sales Clerk & Office Clerk

Little Holly BOLLYWOOD DVD & Electronic Store – Computer Engineer & Sales Clerk

Playdium – Cashier / Receptionist

Blugrass Clothing Store (Gulf City Branch) – Sales Clerk

Royal Princess Chaguanas - Card Dealer

**EDUCATIONAL BACKGROUND:**

1994-2001

Mon Repos R.C School

2001-2006

Ste Madeleine Secondary

CXC GENERAL PROFICIENCY IN

* English Language (1)
* Spanish (1)
* Computer Studies(1)
* Mathematics (2)

**HOBBIES:**

* Music
* Reading
* Dancing

References:

Mrs. Keisha Denoon

313-5870

Mrs. Tramaine Bullock

329-3767

Mrs. Desiree Cooper

745-6139

At present I am pursuing classes in the field of Administrative assistant, Payroll, Accounting & Taxation and Telephone & Front Desk Receptionists Duties. Also I am furthering my studies which are, English, Mathematics, Human & Social Biology.