Ann Elizabeth Lalla

#3 Old Southern main road

Mc Bean village, Couva

[annlalla292@gmail.com](mailto:annlalla292@gmail.com)

(H) 679-6268 / (C) 329-1739

**OBJECTIVE**

Dedicated, hardworking and result-oriented, I am seeking a part-time position within your business which will require me to utilize my skills, abilities and experience to the fullest.

**WORK EXPERIENCE**

CASHIER • Saadiya’s Supermarket & Distributors • April-August 2017

* Counting money in the cash drawers at the beginning of the shift to ensure that it is the correct amount and that there is adequate change.
* Receiving payments by cash, cheque, credit cards and linx/debit cards
* Issuing receipts, refunds and change due to customers
* Maintaining clean and orderly checkout area

CLERICAL ASSISTANT • Youth Training Employment Partnership Programme Limited • August-February 2017

* Providing support during trainee registration for the cycle
* File/document maintenance within the Centre Manager’s Office
* Performing receptionist-like duties e.g. taking messages, answering staff or trainee inquiries etc…
* Performing data entry duties by creating timesheets and typing letters for both trainees and staff

**ACADEMIC HISTORY**

SECONDARY SCHOOL EDUCATION

Five O Levels inclusive of Mathematics and English

**OTHER CERTIFICATES**

Graphic Design Level 1

Youth Training Employment Partnership Programme

(2017-PRESENT)

Data Operation Level 1

Youth Training Employment Partnership Programme

(2015-2016)

**COMPETENCIES**

* Basic command of computer literacy
* Proficient with usage of Microsoft Office Suite: Microsoft Word, Excel, Access and Presentation
* Good Customer Service skills
* Good communication skills
* Ability to work independently and with other personnel
* Ability to adapt to new work environments

**REFERENCES**

Anne Ali

Chef

718-8230

Joel Sammy

Technical & Vocational Teacher

794-8865