**Narisa Wheeler**

#76 Belmont Circular Rd. Belmont

Port of Spain

1-868-734-6333

frederickkarlie08@gmail.com

# profile

 Professional demeanor.

 Work well in a high pressure environment.

 Skilled with computer systems and software.

 Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.

 Quickly learn procedures and methods.

# Experience

CC Computers Chagauramas

**Computer Tech/Sales Clerk** 2013 to 2013

 Obtained and received merchandise, totaled bills, accepted payments and made change for customers in retail store.

 Executed daily operations of business.

 Stocked shelves, counters, and tables with merchandise.

 Set up advertising displays and arranged merchandise on counters and tables to promote sales.

 Stamped, marked, and tagged price on merchandise.

 Obtained merchandise requested by customers.

 Answered customers' questions concerning location, price and use of merchandise.

 Totaled price and tax on merchandise purchased by customers, using cash register, and calculator.

 Removed and recorded amount of cash in register at end of shift.

 Calculated sales discount to determine price.

 Kept record of sales, prepared inventory of stock, and ordered merchandise.

PRW POS

**Computer Technician/CSR** 2012

 Refurbished laptops, desk stations, test stations, and various computer components.

 Responsibilities included problem detection and solving, fixing and reinstalling software and hardware, and maintaining the company network.

 Did troubleshooting, diagnosed, installed, upgraded, configured, and repaired computer systems and network system components.

 Repaired and upgraded hardware and software for PC systems.

Furniture Plus Ltd St. James

**Cashier/CSR** 2011

 Issued receipts, refunds, credits, and change due to customers.

 Received payment by cash, check, credit cards, vouchers, and automatic debits.

 Established and identified prices of goods, services and admission, and tabulated bills using calculators, cash registers, and optical price scanners.

 Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change.

Smokey & Bunty ST. James

**Bartender/ Cashier** 2010

Board of Inland Revenue POS

**Clerk** 2010

Ministry of Finance POS

**Computer Tech/Data Entry Clerk** 2009

# Education

South East POS Govt. Senior Secondary POS

**5 O' Levels** 1996-2001

Maths

English

POA

POB

Typing

Sacred Heart Girls RC POS

**Graduated** 1989-1996

**Additional Training:**

Currently doing an online course with MIT University in Programming with Python

**References:** Available upon request