Rhesa Adonis

5, Finch Drive, River Estate, Diego Martin

(868) 719-5024

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**OBJECTIVE**

To obtain any available position commensurate with my qualifications and experience

**SUMMARY OF QUALIFICATIONS**

Management Skills

Office Procedural Skills

Customer Relation Skills

Leadership Skills

Communication Skills (Oral and Written)

Can work alone or part of a team.

**WORK HISTORY**

August 2008 – November 2017

Ma Pau Membership Club - Food & Beverage Supervisor

2007 – 2008

Ministry of Works & Transport OJT / Accounting Assistant

**EDUCATION**

2011 – 2014

South East Secondary

(Continuation Classes) English A

Human & Social Biology

Office Administration

Principle of Business

Principles of Accounts

2010 - 2011

School of Practical Accounting Microsoft Office Suite

2007

BorderCom International Microsoft Office Specialist

2002 – 2007

Tranquillity Secondary School Food & Nutrition

English

Principles of Business

Social Studies

Chemistry

Clothing & Textiles

**CERTIFICATES & AWARDS**

CSEC O’Levels Social Studies Grade III

English A Grade II

Office Administration Grade II

Principle of Business Grade III

Principles of Accounts Grade III

School of Practical Accounting Microsoft - Word - Grade A

Power Point – Grade B

Excel – Grade B+

Access – Grade B

INTAD Certificate in Supervisory & Management Skills

**REFERENCES**

Upon Request