**RESUMÉ**

**PERSONAL DATA:**

***Name:*** Rosalyn Veronica Mahabir

***Address:*** #128 Immortelle Crescent,

Ojoe Road,

Sangre Grande.

***Date of Birth****:* 04th October, 1994

***Phone:*** (Cell) 267-9127

***E-mail:*** [rosalynmahabir@ymail.com](mailto:rosalynmahabir@ymail.com)

**WORK EXPERIENCE:**

**CLERICAL ASSISTANT ON-THE-JOB TRAINEE (OJT)** (2015-2017)

*Eastern Regional Health Authority (691-5871/ 691-5066)*

* + Producing National Health Cards
  + Using Online Databases
  + Filing
  + Clerical Duties

**SALES CLERK**

*LNM Exclusive Clothing Store* (668-5518) (2014-2015)

Eastern Main Road Sangre Grande.

**CASHIER / HEAD STAFF** (2013-2014)

*A+R Price-Cut Supermarket (691-5173)*

Eastern Main Road Sangre Grande.

* Receiving Goods
* Inventory Control
* Cashing
* Training New Staff

**SECRETARY** (2013)

*Carvco Industries Limited (387-3301)*

Murex Street, Bon Air West

Arouca.

* Office Administration
* Inventory Control
* Secretarial Duties

**EDUCATION:**

* College of Science Technology and Applied Arts of Trinidad and Tobago.
* Bachelor’s Degree – Human Resource Management 2017 – 2019
* Associates Degree – BusinessAdministration2013 – 2017
* Civilian Conservation Corps (CCC) 2012 – 2013
* Northeastern College 2007 – 2012

**ACADEMIC QUALIFICATIONS:**

***COMPUTER SKILLS***

* Understanding How a Computer Works
* Basic Microsoft Office Word
* Basic PowerPoint
* Basic Excel
* Online Databases

***CXC O’ LEVEL PASSES***

*General Proficiency*

**SUBJECT:**

* English A III
* Spanish III
* Principles of Business (POB) III
* Human and Social Biology (HSB) II
* Economics III

**HOBBIES AND OTHER ACTIVITIES**

I enjoy doing work in my community, meeting new people and helping children with their home assignments or projects. Additionally, I enjoy reading and researching, since I have a passion for school and studies. Hence, I am currently pursuing my Bachelor’s Degree in Human Resource Management and I work well with little or no supervision.

**REFERENCES**

Dave Ragbir

*Manager E&ES, Human Resources Department*

Eastern Regional Health Authority

*Tel: 466-8354*

Carver Richardson

Managing Director

Carvco Industries Limited

*Tel: 387-3301*