Nalini Mohammed

Endeavour Road

**CHAGUANAS**

Cell# 791-2878

**OBJECTIVES**

To be an efficient and effective individual and to implement my knowledge and experience to the best of my ability.

**EDUCATION**

School of Practical Accounting and

Accounting Services - October 2008 – December 2008

CTS College

School of Business and Computer Science - January 2008 – April 2008

School of Practical Accounting and

Accounting Services - March 2006 – May 2006

Cunupia Government High School - September 2000 – June 2005

Longdenville Government Primary

School - September 1993 – June 2000

**QUALIFICATIONS**

**C.X.C General Proficiency**

English A - II

Principles of Business - III

Integrated Science - III

Social Studies - III

Business Management - Certificate A

Computer Literacy - Certificate A+

Typing - 38 Words per Minute

Currently Pursuing - CXC Mathematics (General Proficiency)

**WORKING EXPERIENCE**

H.J Stauble Limited

**Administrative Assistant** - January 2013 – January 2017

Customer Service First Couriers Limited (CSF)

**Customer Service Representative** - July 2012 – January 2013

American Life and General Insurance Co. (A.L.G.I.C.O)

Amery Rauseo Agency

**Clerk/Typist -** July 2009 – February 2011

Ministry of Social Development

**Clerical Assistant** - October 2008 – December 2008

DirecTV Trinidad Limited

**Call Centre Agent -** July 2008 – September 2008

Bordercom International

Business & Technology Learning Centre

**Marketing Representative** - May 2008 – July 2008

Ministry of Labour and Small and Micro

Enterprise Development

One Stop Career and Resource Centre

**Clerical Assistant/ Data Entry Clerk** - December 2006 – December 2007

(On The Job Training Programme)

**HOBBIES**

I enjoy meeting people, listening to music, reading, playing football and cricket and surfing the internet.

**REFERENCES**

Mrs. Mala Kowlessar

**Social Welfare Officer**

Ministry of Social Development

**Chaguanas**

Mr. Nigel Jagassar

**General Manager (Retired)**

Trinidad Aggregate Products

**Chaguanas**