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|  | ***Kimberly Howai*** |
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|  | Address: Darwill Gardens Olton Rd, Unityville, Arima Tele: 315-4446 (m) kimberlyhowai@hotmail.com |

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|  | Intentions`  To secure a position within a well-established organization that can lead to an effective and efficient relationship. In addition, it is essential and vital to always be consistent and well inform for continuous growth, individually or in teams in order to enhance professional with the organization. As well as, producing effective work ethnic’s in order to increase work performances while building an interminable relationship.  Education  **Civilian Conservation Corps**  2007  **Certificate -** Computer Literacy, MOUS, Network + and A+ Essentials.  **Malabar Composite Secondary School**  2000 - 2005  **C.X.C. O’levels –** Social Studies - Grade II  English - Grade III  Mathematics – Grade III  **Anglia Ruskin University UK via (School of Accounts and Management) 2015** – Presently acquiring a BA. (Hons) Business Management.  experience  Xando Distributors Limited  2017  Office Assistant – F&G Surge Works Shop  2012 - 2016  HR Assistant- Woodhouse  2011-2012  Temporary Data Entry Clerk - B.W.I.A Head Office  2007 – 2008  Temporary Administrative Assistant - Powergen  2006  References  David Walcott  Catering Manager  JSL International  290-7515  Khadalia Pompey  Senior Member Relation Officer  Eastern Credit Union  343-1539  Sarah Jones  Service Officer  Hyatt Regency  788-5515 |
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