**CURRICULUM VITAE**

**NAME**: **Renuka Ramdayah Ramsumair**

**DATE OF BIRTH: 06th December, 1994**

**ADDRESS: #12 Fitts Street, Montrose, Chaguanas**

**TELEPHONE NUMBER: 478-9186**

**EMAIL ADDRESS: renukaramsumair@gmail.com**

**EDUCATIONAL BACKGROUND**

**SCHOOL: Upper Level Educational Institute**

**YEARS ATTENDED: 2010 - 2012**

**SUBJECTS: CAPE/ A’ LEVELS**

**Communication Studies 1**

**Caribbean Studies 11**

**Management of Business Unit 1 111**

**Management of Business Unit 2 111**

**Economics Unit 1 1V**

**Economics Unit 2 111**

**Sociology Unit 1 111**

**Sociology Unit 2 1V**

**SCHOOL: Couva East Secondary School**

**YEARS ATTENDED: 2005-2010**

**SUBJECTS: CXC/ O’LEVELS**

**Mathematics 111**

**English A 1**

**Priniciples of Business 1**

**Priniciples of Accounts 1V**

**Office Administration 11**

**Human and Social Biology 11**

**Spanish 111**

**WORK EXPERIENCE**

**NAME OF WORKPLACE: ACE Limited**

**PERIOD WORKED: 2017**

**POSITION HELD: Counter Clerk**

**DUTIES:**

**Sales**

**Inventory**

**Reception**

**Telephone Sales**

**NAME OF WORKPLACE: Ministry of Works and Infrastructure**

**PERIOD WORKED: April 2014 – December 2016**

**POSITION HELD: Clerical Assistant**

**DUTIES:**

**Filing**

**Telephone Communications**

**Taxing**

**Payroll**

**Typing**

**Secretarial Duties**

**NAME OF WORKPLACE: SunDelight Limited**

**PERIOD WORKED: 2013**

**POSITION HELD: Marketing/Sales Assistant**

**DUTIES:**

**Sales**

**Marketing**

**Data Entry**

**Filing**

**Stock Keeping**

**NAME OF WORKPLACE: Khan’s Gold Design**

**PERIOD WORKED: 2012**

**POSITION HELD: Sales Clerk**

**DUTIES:**

**Sales**

**Stock Taking**

**Managing Kiosk**

**REFERENCES**

**NAME: Christopher Maharaj**

**OCCUPATION: Manager, Parts Maxx Limited**

**CONTACT: 299-9113**

**NAME: Sandra Mohammed**

**OCCUPATION: Credit Manager, Blue Waters Limited**

**CONTACT: 773-7401**

**NAME: Neil Nirmal Lurkhur**

**OCCUPATION: Security Officer, SWAT Co. Limited**

**CONTACT:267-8298**