|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CASSANDRA CHARLES  |  | | --- | |  | | CASSANDRACHARLES87@YAHOO.COM | |  | | 1-868-722-0906 | |  | |  | |  | | Objective To be a valuable asset to your organisation by providing professional and excellent service to your customers | | Skills I am hard working , can multi task and welcomes challenges with open arms as I see it as a way of self-development | |  | |  | | --- | | ExperienceJob Title/CompanyUNIPETSeptember 2012 – January 2014 Shift supervisor   * Responsible for assisting manager with inventory controls, staffing and cash reconciliation   January 2014 – present  Store manager   * Responsible for inventory , payroll, convenience store , data entry , bank reconciliation, cash reconciliation  Job Title/Companyarima discount mart2009 – 2011cashier/inventory clerk  * Handling and securing of cash on a day to day bases, data entry   **JOB TITLE/COMPANY**  **REPUBLIC BANK**  **NOV 2006 – MAY 2007**   * Apprenticeship programme (learnt all aspects of the banking industry) | | Educationdimplomahuman resource management level 4THE ASSOCIATION OF BUSINESS EXECUTIVES (2015)**courses**  Managing people  Personnel Administration  Introduction to Business  Introduction to Business Administration  **HUMAN RESOURCES MANAGEMENT LEVEL 5**  **THE ASSOCIATION OF BUSINESS EXECUTIVES (2016)**  Human Resource Management  Human Resource Development  People Planning and Resourcing  Employment Relations  Managing Customer Relationship  Organisational Behaviour  Business Law  **CURRENTLY PURSUING LEVEL 6**  Project management  **BRAZIL HIGH SCHOOL**  September 2000 – June 2006  Mathematics  English language  Principles of Business  Principles of Accounts  Computer Literacy  **INTAD**  **SUPERVISORY CERTIFICATE (2014)**  **BUSINESS DEVELOPMENT COMPANY LTD**  **STARTING A SMALL BUSINESS CERTIFICATE (2007)**  **UNIPET**  **SUPERVISORY CERTIFICATE (2013)**  **COLLEGE OF PROFESSIONAL STUDIES LTD**  **COMPUTER LITERACY CERTIFICATE (2009)** | |  | |

**REFERENCES**

Gennielle James

Store Manager @ Unipet Service Station

Curepe

#722 1138

Natasha Gooding

Purchasing Officer @ Excellent Stores

Price Plaza Chaguanas

#706 3491