**Andrea Alexander**

**5A Lady Young Rd**

**Morvant**

**Trinidad W.I**

**1868-364-6088/320-5664**

**Main Objective:**

**To provide an efficient service an Administrative Professional in a learning organization so as to set a precedent for a fulfilling career.**

**Education:**

**Schools Attended**

**Primary**  Belmont Girl’s Rc School **1993-1997**

**Secondary** St. Martin’s Girls High School 1997-2000

**Secondary** Success/Laventille Composite School 2000-2003

**Academic Qualifications:**

**Caribbean Examinations Council-O’Levels**

**Subjects Grades**

Social Studies Three

English A Two

Mathematics Three

Principle of Accounts Two

Principle of Business Two

Principle of Business Two

**Work Experience:**

iQor, Customer Service Representation

Amazon,Flowers

Just Cd’s Digicel St James Customer Service Representation

**Digicel Head Office**

**Position Held: Customer Service Representative**

**Duties: Billing queries**

**Searching and creating accounts**

**Scheduling appointments and installation appointments**

**Duration 24/08/15-2/24/17**

**Direc One Call Center**

**Position Held: Customer Service Representative**

**Duties Include: Debt Collection for utilities department**

**(WASA, T&TEC and Directory Assistance)**

**Skills Obtained: Customer Service include Interpersonal skills**

**Duration : 2004-2015**

**Green dot Limited**

**Position Held: Customer Service**

**Duties Include: Sales/Technicians**

**Skills Obtained: Word Documentation**

**Customer service include Interpersonal skills**

**Duration: September 2008-May 2009/May 2011-November 2011**

**Caribros Wireless (Bmobile)**

**Position Held: Customer Service**

**Duties Include: Selling Phones and Selling Phone Cards**

**Duration: 6months**

**Data Link Neal and Massy**

**Position Held: Clerk**

**Duties Include: Data Entry Clerk**

**Duration: 6months**

**Other Interest and Activities**

**.Swimming**

**.Dancing**

**.Travelling**

**.Listening to Music**

**References**

**Mr. Omari Felix**

**#74 Independence Square**

**Port-Of-Spain**

**Contact:1868-625-9977/1868-472-5983**

**Mr. Ricky Mc Clatchie**

**5B Lady Young Rd**

**Morvant**

**Contact :1868-626-0541**

**References letters will be provided upon request.**