Nicole Karransingh

#18 Paradise Lane Persevarance

Chaguanas

**Email:** [Princessnikki38@gmail.com](mailto:Princessnikki38@gmail.com)

**Contact:** 375-3908/749-3833

**OBJECTIVE**

To study and be successful, and to always learn more in different areas as an Administrative **Assistant**: Dedicated administrative professional with excellent customer service skills and extensive knowledge of bookkeeping procedures. Interested in opportunities in the travel industry focusing on sales, customer care, and office management.  
I would like to be a part of the organisation as a team player.

**Personal Information**

Date of birth: 06/04/1999

Marital status: Single

Nationality: Trinidadian

Age: 18

**EDUCATION**

Doing a short course at Trinizula under the

CCC (Civilian Conservation Corps)

Course: Secretarial Skills

Subjects:

Office procedures

Business Communication

Accounts

Computers

Type writing

UWI Open Campus

Course: Human Resource Management (HRM)

Teacher: Mr Fazal Karim

Cosmetology

Computers

Waterloo Secondary School 2016

English

Agricultural science

**CAPABILITIES**

*Leadership*: In most cases, the group leader of projects given at school. Also Vice president of the youth group at temple.

*Strong Interpersonal Skills*: Interact effectively with the public by assisting hundreds of patrons daily during a job at a clothes store as a sales representative and cashier, also recognized by former teachers and supervisors as being quiet and friendly.

*Administrative Abilities*: Organized workers for the job placement as a sales representative and performed general office tasks as necessary.

*Health-Care Experience*: Assisted in First Aid Care of students at Primary School.

*Computer Skills*: Well-versed in a variety of computer programs; Skilled in Excel, PowerPoint and Word. Computer certified

**WORK/VOLUNTEER HISTORY**

Sales Representative and Cashier at Bally’s Hi Fashion, Part time 2015-2017.

**ACTIVITIES**

* Public Speaking
* Reading
* Sports

**Reference**

* **Reshana Mohammed**

**Position:** Assistant Secretarial Teacher At Trinizuela College

**Contact:** 868 368 6866.

* **Robin Bunsee**

**Position:** Police Officer

**Contact:** 868 773 9376