**Objective**

To attain a challenging and rewarding opportunity within a successful, growth oriented and reputable company.

**Strengths**

* Self-motivated, easily adaptable, conscientious and enthusiastic
* Possess excellent communication skills combined with the ability to relate well to people at all levels in an organization

**Experience**

**Ministry of Finance Customs & Excise Division** July 2015- October 2015

**Clerical Assistant**

*Responsibilities include:*

* Filing
* Typing
* Receiving and dispatching of entries
* Customer service

**Rodney’s Supermarket**  August 2014 – March 2015

Cocorite Road, Arima

**Cashier**

*Responsibilities include:*

* Customer service.
* Balance money.
* Ensure that goods are paid for.
* Ensure correct change is given.

**References**: Mr. Brian Astor **(Manager of Rodney’s Supermarket)**

Office: 667-6843

Mrs. Janelle Blackell-Abayomi **(Secondary School Teacher)**

Contacts: 643-4108; 784-9789

**Education**

**University of the Southern Caribbean** 2014 - Present

B.sc Social Work

**CXC O’ Levels**

* English (II)
* Human Social Biology (III)
* Principles Of Business (III)
* Integrated Science (II)
* Social Studies (II)

**Certificates**

(Excellence) Social Studies

(Excellence) English

(Excellence) Principles of Business