**Mikhail D. E. Gellineau**

10 Satar Street, Apt 1, Aranguez Main Road

Phone: 356 8025

mikaspect@hotmail.com

**Objective**  To apply work knowledge attained, as well as, develop additional skills and to seek employment for growth opportunities

**Education**  DIEGO MARTIN GOVT. PRIMARY, Diego Martin Main Road (2001- 2003)

DIEGO MARTIN BOY’S R.C, Church Road, Diego Martin (2003-2005**)**

FATIMA COLLEGE, Mucurapo Road,(2005- 2010)

**CXC SUBJECT GRADE**

Biology III

English A II

English B IV

Information Tech. III

Mathematics III

Principles of Bus. III

Tech. Drawing III

**GED SUBJECT SCORE**

Mathematics 540

English (writing) 620

English (reading) 570

Social Studies 540

Science 550

**Total Score 2790**

\*GED (General Equivalency Diploma)

**Experience**

Sept, 2016 – Nov, 2017 Bermudez Biscuit Company

Sales- Porter

* Distribution of sales for company via vehicle alongside driver/salesman.
* Loading of goods onto company vehicle
* Ensuring customer bills are accurate
* Inventory check on mornings
* Sales of merchandise
* Returns of expired goods
* Making sure biscuits are properly merchandised and dates are rotated for efficiency of sales

Sept, 2015 – Dec, 2015 Superpharm Valsayn

Customer Service Associate

* Meet and greet customers
* Assist in location of items, medicines and provision of information when required.
* Cashier.
* Replenishment of stock on lanes.
* Receiving of stock items.
* Offloading of stock items from suppliers.

Sept, 2014 –May 2015 NCRHA Mt Hope, EWMSC

Customer Service Representative.

* Meet/ greet customers or patients
* Take information personal or otherwise and direct them to intended areas.
* Assist customers or patients in getting to locations/ wards.
* Be available in cases of need
* Be able to provide information in relevance to situational circumstances
* Answer calls pertaining but not limited to the office.

Nov, 2012 – Oct,2013 HiLo St Augustine

*Bagger*

* *Assisting customers with attaining bulk items*
* *Bagging customers’ groceries in queue*
* *Returning of unwanted items*
* *Price checks for cashiers*
* *Deliveries*

Feb-Aug, 2011 CompTech Beacon, New York

*Sale Associate and Cashier*

* Assist in preparing inventory
* Diagnose computer for issues
* Repair computers
* Install and upload programs on computers
* Repair and/or Replace Components for Laptops, Phones and Desktops
* Analyze Computer Software Malfunctions
* Customer care
* Assist customers in bill payment for mobile devices

**Skills**

* Adobe Photoshop
* Designing Spread sheets
* Customer Service experience (well versed in customer care and assisting when needed)
* Very good interpersonal skills
* Very computer literate
* Able to complete tasks before deadlines at earliest convenience
* Very good time management
* Able to juggle multiple tasks in a given timeframe
* Able to find innovative ways of handling given tasks or processes
* Very polite and respectful to coworkers as well as customers
* Always well kept and neatly dressed

**References**

Mr. Kevin Gopaul –Clinical Stores Supervisor, NCRHA 868 773 6190

Mr. Matthew Noel – Principal, Diego Martin Boys’ RC 868 755 7480

Mrs. Nancy Furlonge Walker – Civil Servant RETIRED 868 715 7475

Jevaen Lewis – Porter, Bermudez Biscuit Co. 868 355 8635

Javon Coggins – Relief driver/ Salesman, Bermudez biscuit Co. 868 737 7714