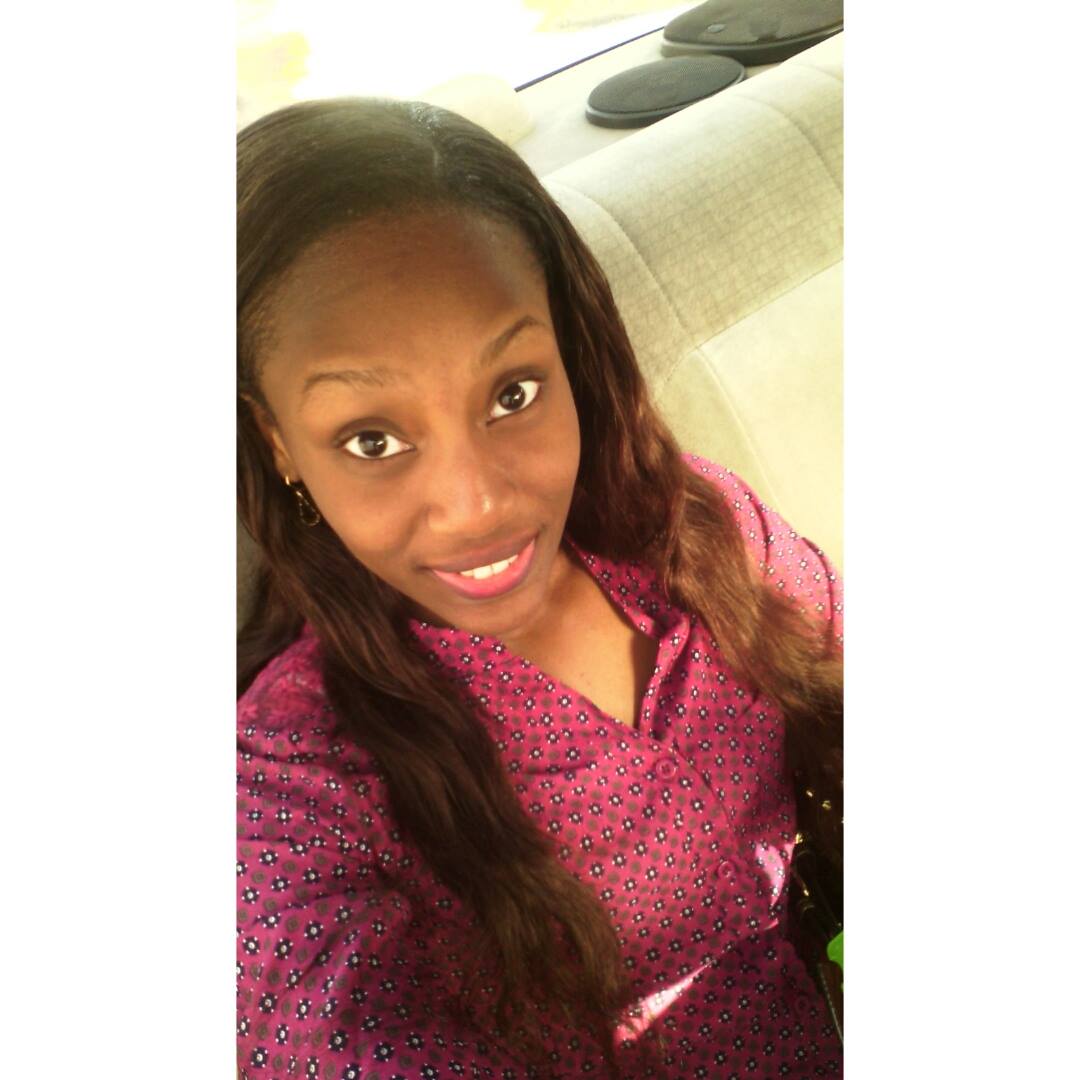
### Experience

#### Massy motors, morvant

##### 2016-2016

Human Resource Assistant

* Processing documents using Microsoft Office
* Filing of invoices, leave (etc. casual, sick)
* Sorting and organizing files
* Use of the copier scanner and shredder
* Conducting parking responsibilities
* Answering phones calls, assisting in information regarding the company
* Calling staff and ex-employees for job letters, td4s etc.



AKILAH LARRAH

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Seeking a position that will allow me to use my communication and people skills, along with my knowledge platforms and other office equipment, to keep the company office running smoothly so that other employees can focus on their own specific duties

## Skills & Abilities

* Exceptional skills in Microsoft Office Suite
* Very fast and determined worker
* Willing to learn and communicate
* The skill of typing forty two (42) word per minute
* Great Multi-tasker
* Excellent Customer Service skills
* Excellent communicational skills, such as telephone use and customer service

care

## Vitals

Lp#36 3/4 Mile Mark Road, Mount Pleasant Road, Arima

**T** : 7940157

**E** : akilahlarrah@yahoo.com

* Contributing ideas referring to the company

### Education

#### Success laventille secondary

**CXC (O’ LEVELS)**

* **Mathematics**
* **English A**
* **Principles of Business**
* **Social Studies**
* **Electronic Document Preparation and Management**
* **Caribbean History**
* **Human and Social Biology**
* **Geography**

### LEADERSHIP

I represented my school by being a part of the School Board and the Student Council Committee.