Akilah Corbin

#46-48 Nelson Street Port-Of-Spain, Trinidad.

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Contact: (1868) 340-9246 / (1868) 771-9733

**CURRICULUM VITAE**

**OBJECTIVE:** To be part of an organization where my knowledge, skills and experience will be utilized toward the upward movement of the company.

**PERSONAL**

Date Of Birth: 3rd September, 1996

Marital Status: Single

Strengths & Skills: Computer literate, team player, fast learner

**EDUCATIONAL BACKGROUND**

**2015-2016**  New Butler Associate College

**2008-2013** Success Laventille Secondary School

**2001-2008** St. Francis Girl’s R.C Primary School

**ACADEMIC QUALIFICATION**

**C.X.C O’LEVEL SUBJECT PASSES:**

* Principles of Accounts- 1
* Principles of Business- 1
* English- 2
* Mathematics- 3
* Social Studies- 3

**WORK EXPERIENCE**

**04 September 2017 – 01 December 2017**

**Ministry Of Social Welfare And Family Services ( Tunapuna )**

**Position Held: Clerical Assistant**

1. Providing customer service to all clients entering the facility
2. Filing & sorting of documents/ & regular files
3. Making & answering telephone calls
4. Making book entries and data entries
5. Distributing forms and providing basis info about the services provided
6. Receiving documents on behalf of social worker officers
7. Registering clients name in the log book to see their specific officer
8. Gave assistants to the Clerks, Officer when needed

**2014-2016**

**Rituals Coffee House**

**Queen Park, Savannah P.O.S**

**Position Held: Cashier/customer service representative**

1. Welcome customers on entry
2. Taking and filling orders
3. Receive cash for sales orders and give accurate change
4. Making and receiving of phone calls
5. Balance cash and links transactions to determine the daily sales
6. Any other related duties

**2013-2014**

**All In One Ltd**

**Position Held: Customer service/sales representative**

1. Pricing of goods
2. Packing of goods on the shelves
3. Stock taking
4. Attending to customers’ needs
5. Any other additional duties given by manager

**REFERENCES**

Ms Shalane Clarke Headley

Past Supervisor

Contact- (1868) 347-7951

Ms Melissa Dennis

**Butler Institute Of Lifelong Learning**

Teacher

Contact- (1868) 733-7041

Ms Stacy Pandohie

**Ministry Of Social Welfare And Family Services ( Tunapuna )**

Clerk 111/ Clerical Staff Supervisor

Contact- (1868) 623-2608 ext 6251

Christopher Granger

**Ministry Of Social Welfare And Family Services ( Tunapuna )**

Social welfare advisor

Contact- (1868) 778-7506