**Melonie Lydia Harris**

(1868) 347-2371 #168 Greenhill Avenue,

(1868) 327-8933 Tarodale Hills, San Fernando. [melonieharris85@gmail.com](mailto:melonieharris85@gmail.com)

**JOB OBJECTIVE:** Customer Service Representative/Office Assistant

**HIGHLIGHTS OF QUALIFICATIONS**

* Over five years of experience in the customer service field.
* Effective communicator, attentive listener, patient and diplomatic.
* Sincerely enjoy working with people in person and over the phone.
* Ability to Multi-task and displays a polite and courteous disposition.
* Working knowledge in Microsoft Word, Excel, Peachtree and QuickBooks.

**WORK EXPERIENCE**

December 2015- **Clerical Support Relief Officer (GHRS)** MAGISTRATES COURT (MADINAH)

* Type out Summons for dispatching.
* Answer and receive calls.

June 2015 – November 2015 **Office Assistant** CONSTANT VELOCITY (TRINIDAD) LTD.

* Receive and send fax, photocopy documents and carefully file all documents appropriately
* Assist in typing documents and controlling basic accounting functions such as checking invoices, writing out cheques, and supervising staff.
* Monitor and ordered inventory of office supplies.
* Compose and print invoices for purchases and delivery.

April 2013 - Feb 2014 **Office Assistant** NUCHEM INDUSTRIES LTD.

* Greeted visitors, answer the phone, screen calls and referred callers to appropriate personnel when necessary.
* Compose and print invoices for purchases and delivery.
* Receive and send fax, photocopy documents and carefully file all documents appropriately.
* Assist in typing documents and controlling basic accounting functions such as checking invoices.
* Monitor and ordered inventory of office supplies.

Mar 2008- Jan 2013 **Sales Representative/Manager** ANANDS GOLD & DIAMOND COLLECTION LTD.

* Assist upper management and manage the daily operations of the store.
* Supervise employees with their daily work requirements.
* Assist upper management in planning and preparing work schedules for the jewelry store personnel.
* Take inventory, collect cash with sales receipts, hold meetings, and maintain operating records such as

store transactions.

* Meet and beat target quotas for store and assist staff in attaining theirs.

Feb 2008- Mar 2008 **Receptionist** VICTORIA NURSING HOME

* Carried out basic clerical tasks such as answering phones, greeting patients and visitors, scheduling

Appointments in a professional and timely manner, answering and referring inquiries and typing up

Patients results from doctor visits.

Jul 2007- Jan 2008 **Sales Associate** MICLES

* Greet customers and offer assistance in selecting apparel and accessories.
* Assist in keeping store organized and clean by straightening merchandise and monitoring fitting rooms.
* Assist in sales promotion to help store reach its successful target.

Sept 2006-Mar 2007 **Printer/Binder** PRONTO PRINT LTD.

* Clean ink rollers after runs are completed.
* Set up product compositions and page layouts.
* Examine proofs or printed sheets in order to detect errors.
* Fill ink fountains and move levers to adjust the flow of ink.
* Operate machine to print job orders.
* Reset type to correct typographical errors.
* Help put booklets together.

Mar 2005-Oct 2005 **Clerical Assistant (OJT)** SOUTHERN ACADEMY OF S.D.A.

* Assist in photocopying, sending and receiving fax and answering the phone.
* Taking and distributing messages as well as doing up student’s reports.
* Maintained the filing system and complied records of office activities.
* Assist in typing documents and correspondence.

**EDUCATION AND TRAINING**

**Ste Madeline Secondary School (1997-2008)**

Mathematics Grade III

English A Grade III

Principle of Accounts Grade III

Principle of Business Grade III

Social Studies Grade III

Office Administration Grade I

**School Of Practical Accounting and Accounting Services (2004)**

Computerized Accounting A+

**College Of Science, Technology & Applied Arts Of Trinidad And Tobago (COSTAATT)**

Bachelor’s Of Applied Science in Management with Accounting (Presently)

**REFERENCES**

Tenille Anthony Derek Williams

Court Statistical Officer Acting Craftsman III

Court Research and Statistical Unit Water And Sewerage Authority (WASA).

Judiciary of Trinidad &Tobago Contact: (1868) 292-2227

Contact: (1868) 787-5529