**Personal Information**

Name: Narissa Gangacharan

Address: # 115 Soledad Road, Claxton Bay, Trinidad & Tobago, W.I.

Email: [**narissaganga@gmail.com**](mailto:nicole.gangacharan@gmail.com)

Contact Number: 1 (868) 381-2185

Profile: To attain employment within the organizations that correlates with my academic qualifications. By attaining employment, it would allow me the opportunity to further develop my practical skills and achieve experience in the field of business operations

**Technical Work Experience**

**Gopaul Lands Hardware** Period: June 2016 - August 2016

Position: **Filing Clerk**

Accountabilities;

* Organize and cheques and invoices according to company's titles and dates.

**The Baker’s Oven** Period: May 2013 – October 2013

Position: **Cashier & Part Time Baker**

Accountabilities;

* Cleaned display cases and replaced near expired baked products with fresh baked goods.
* Prepared icings according to recipes and decorate baked goods appropriately.
* Measured, mixed and weighed ingredients to make cakes.
* Received customer payments and return change correctly.  
    
    
  **Additional Technical Experience**
* **Microsoft Office 2012-2017**(Mainly – Microsoft Word, PowerPoint & Excel.)

**Academic Experience**

**Institution**: Gasparillo Composite School September 2012 – June 2017

**Subjects Acquired- 7**

Caribbean Examination Council (CXC) Certificate

|  |  |
| --- | --- |
| **Subject** | **Grade Obtained** |
| English A | I |
| Mathematics | II |
| Information Technology | II |
| Office Administration | II |
| Principles of Business | II |
| Integrated Science | III |

**Hobbies:** Reading, Baking and Music.

**References**

**Name**: Mrs. M. Maharaj

Occupation: Gasparillo Secondary School (P.O.B Teacher)

Contact: 1 (868) 620 - 4716

**Name**: Sadia Ali

Occupation: Former Manager at The Baker’s Oven

Contact: +44 7426 711725