***Na Quille Ewing***

**naquille.ewing@gmail.com•#31 Wavell Street, Ste.Madeleine•18687435002/18683863700**

**D.O.B: 2nd October, 1991**

**Marital Status: Common-Law**

**Nationality: Trinidadian**

**Objectives**

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity, whilst increasing my knowledge and experience.

**Skills**

• Able to schedule meetings and conference calls

• Effectively write, receive and distribute correspondence and emails

• Competent at compiling and maintaining office records

• Demonstrated ability to perform word processing tasks including letters, memos, reports, labels, inventory, invoices.

• Computer savvy: Database, MS Office Suite, Outlook and Internet

• Able to make quick and effective decisions

• Excellent oral and written communication skills

• Able to ensure that office supplies are ordered and adequately stocked

• Proven ability to work in a fast paced environment

• Excellent telephone etiquette

• Highly enthusiastic with a profound ability to work under minimal supervision

• Excellent research skills

• Ability to plan and organize work in order to meet deadlines

**Education**

Southern Academy of S.D.A

***2004-2009*** C.X.C Certificate

Mathematics Grade 3

English A Grade 3

Human and Social Biology Grade 2

Social Studies Grade 2

Electronic Document Preparation

And Management Grade 1

**Experience**

Abduh Mohammed Construction & Management Co. Ltd Marabella

**Clerical Assistant**

Compiling and maintaining office records and employee information, using word processor and excel to create documents such as letters, inventory, meeting minutes, time sheet, invoices, quotations, bill of quantity. Using Microsoft Office Suite, outlook and the internet. Making and receiving calls on behalf of the company. Taking inventory and managing petty cash.

CellServe La Romain

**Store Supervisor**

Answered questions regarding store and products in person and on telephone, while maintaining knowledge of current sales and store promotions. Compute accurate sales prices for purchase transactions. Worked independently performing cashier duties, product assistance and cleaning, while providing excellent customer service. As well as data entry required.

Direcone

**Customer Service and Sales Representative** Port of Spain

Contacting customers on behalf of the company. Informing them of current promotions. Making changes on their accounts. Maintaining a central filing system, preparing documents and presentations using software applications.

Cite Up Agency San Fernando

**Customer Service Representative**

Contacting customers on behalf of the company. Informing them of current promotions. Maintaining a central filling system, along with preparing documents and presentations using software applications, including: power point, word, excel and outlook.

Ste. Madeleine Government Primary School

(OJT)

Clerical Assistant

Maintaining a central filling system, along with answering telephone enquiries and preparing documents and presentations using software applications, including: power point, word, excel and outlook. Whilst providing sufficient assistance to the B.O.A.

Digiwireless, C.E.D.I Holdings Couva

Customer Service Representative

Answered questions regarding store and products in person and on telephone, while maintaining knowledge of current sales and store promotions. Compute accurate sales prices for purchase transactions. Worked as a team member performing cashier duties, product assistance and cleaning, while providing excellent customer service. As well as data entry required.

Tairens Drug Store San Fernando

**Dispensing Clerk/ Cashier**

Answering questions regarding store and products, computing accurate sales prices. Worked independently performing cashier duties, product assistance and cleaning, whilst providing excellent customer service.

**Accomplishment**

Certificate in Skills for the Automative Office YTEPP

**Interests**

Exploring the computer, Sports and Socializing with others.

**References**

Mrs. Kizzy- Ann Phillip Kurt White

Digiwireless Self Employed

Supervisor Electrician

1868374-8572 1868282-5910