**DEBBIE KHELAWAN**

BACK STREET, LA PAILLE VILLAGE

CARONI .

1868 318-8252

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OJECTIVE

To enhance my knowledge and gain experience in the world of work so that I may be able to apply my knowledge meaningfully, thus contributing not only to my benefit but also to the organisation with which I work.

HIGHLIGHTS OF QUALIFICATIONS

* Expert knowledge and abilities in written communications
* Organized and detailed-oriented; knack or understanding procedures and logistics.
* Strong skills in time management, prioritizing tasks and meeting deadlines.

RELEVANT EXPERIENCE

* MANAGER / SALES ASSOCIATE / CASHIER.
* Worked with established customers to increase sales
* Followed up on purchases, inquired about satisfaction, and suggested additional items or services
* Made onsite and offsite sales presentations.
* Maintained sales area by organizing merchandise, restocking shelves and keeping counter area clean and free of debris.
* Processed payments and answered merchandise questions.
* Set up promotional displays, retagged electronics and other products.

COMMUNICATION AND PEOPLE SKILLS

* Consistently maintain a positive attitude and enjoy helping people.
* Articulate and very effective working with people of different backgrounds and temperaments.
* Accurately record, remember and verbally communicate detailed information.
* Co-operatively work with others to produce and deliver required work.

TECHNICAL SKILLS

* Experienced in using basic electronic equipments such as cash register, scanners (bar coding), and other relevant cashing equipments.

ORGANIZATION AND TIME MANAGEMENT

* A problem solver who quickly grasps complex situations and turns them into manageable tasks.
* Produce quality work even when under extreme time pressure and deadlines.
* Proven ability to understand and follow complex instructions to successful conclusions.
* Many years of experience successfully managing and organizing personal time and work load.
* Collaborate in teams to produce quality reports.

WORK HISTORY.

* **Youthere1 Enterprises (2014-2018)**
* **Under The Sea Pet Shop( part time )**

EDUCATION

**SARASWATI GIRLS HINDU COLLEGE.**

* Principles of Business
* Principles of Accounts
* English A
* Human And Social Biology
* Social Studies
* Mathematics
* Caribbean History
* Spanish

REFERANCES

* ARSHAD Y KHAN

Director ,YOUTHERE1 ENTERPRISES

Montrose Chaguanas

468-4895

[auxoption2@gmail.com](mailto:auxoption2@gmail.com)

* CHRISTOPHER RAMDASS

Managing Director, UNDER THE SEA PET SHOP

E.M.R Arouca

357-5958