**MELINA RAMCHARAN**

53 Arch Street Extension, Vistabella

Mobile No.: 303-1392

Email: [ramcharanmelina9@gmail.com](mailto:ramcharanmelina9@gmail.com)

**PERSONAL INFORMATION**

Full Name: Melina RamcharanGender: FemaleDate of Birth: January 3rd, 1994Age: 24

**EDUCATIONAL BACKGROUND**

Modern Business School Ltd. (Present)

Administrative Careers Training Institute and Recruitment Agency (2014)

School of Business and Computer Science (2014)

A.S.J.A. Girls College, San- Fernando (2011)

**SUMMARY OF QUALIFICATIONS**

**Modern Business School Ltd.**

* Nurses’ Aide Course – Currently Enrolled

**Administrative Careers Training Institute and Recruitment Agency**

* Accounting, Payroll and Taxation Course -Grade A

**School of Business and Computer Science- Level 4 Diploma- Business Management**

* Introduction to Business - Grade B
* Introduction to Accounting- Grade A
* Introduction to Quantitative Methods- Grade B
* Introduction to Business Communication - ------

**A.S.J.A. Girls’ College**

* CSEC Certificate – Grades 1-3

**OTHER QUALIFICATIONS**

Excellent written and verbal communication skills

Able to use Microsoft Office (Word, Excel, PowerPoint and Database)

**WORK EXPERIENCE**

**Waitress**

WAN’S CHINESE RESTAURANT AND BAR

April 2016 – March 2017

Duties involved ensuring restaurant was clean, guiding new employees, serving all customers and answering the phone.

**Administrative Assistant**

OSHCO

June 2015 – September 2015

Duties involved filing documents, receiving cheques and writing as well, filling out NIS, Health Surcharge, PAYE and VAT forms for payment, calling suppliers for products, selling of our own products, ensuring drivers had all merchandise for delivery.

**Administrative Assistant**

C.P.T.S. Nurses’ Hostel

May 2014 – August 2014

Duties involved filing documents, answering the phone, typing schedule for students.

**Cashier**

HI LO FOOD STORES

September 2011 – November 2011

Responsible for taking money in the form of cash, cheque, debit or credit card in exchange for food, scan items, provide change, balance drawer and process card transactions.

**REFERENCES**

* Mr. Nazir Khan

Retired Sales Manager

701-9686

* Mr. Charles Harvey

Service Technician

312-2890

* Mr. Chanka Bhim

Chartered Accountant

681-8644