**JAMAL A SINGH**

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**OBJECTIVE**

To obtain knowledge of the day to day work of a business through the period of internship and job shadowing experience and also help me develop my skills as an educator and utilize my current knowledge in instruction and information services, I also see myself elevating and moving forward to success within your organisation in the future

**EDUCATION**

East Mucurapo Secondary School September 2009 – July 2014

School Of Practical Accounting December 2014 – March 2015

Institute Of Business Administration March 2015 – May 2015

**ACADEMIC ACHIEVEMENTS**

**MAY/JUNE 2014 CXC:**

**SECONDARY**

|  |  |
| --- | --- |
| Subject | Grades |
| Information Technology | 2 |
| Economics | 4 |
| Office Administration | 3 |
| Principle Of Business | 3 |
| Principle Of Accounts | 4 |
| English A | 4 |
| Mathematics | 4 |

**PURSUING:** English and Mathematics

**TERTIARY: Grade/Certificate:**

* Computer Literacy – Grade A
* Administrative Assistant – Grade B
* Accounting Assistant – Grade B
* Computer Training For Business Professionals
* Peachtree Accounting

**EXPERIENCE SKILLS**

* Digicel Head Office (August 8th 2016 – Dec 16th 2017)
* Telesales Agent
* Sales Rep Supervisor
* Cellular Planet (Bmobile), Long Circular Mall, St. James

Customer Service Representative (CSR)

(Currently)

* Cashing
* Back Stock
* Assisting Customers
* Francis Fashion, Long Circular Mall, St. James

Customer Service Representative (CSR)

July 2015 – March 2016

* Assisting Customers
* Merchandising
* Pennywise Cosmetics, Trincity Mall

Stock Clerk

June 2014 – January 2015

* Back Stocks
* Packing Selves
* Managing Other Stock Clerks

**SKILLS**

* Work well with others
* Well communicative (Social Media and Face to face
* Technically and Tactically Proficient
* Creative

**REFERNCES**

Khaya Grant

(Customer Service Representative At Direct One)

Contact #: (868) 739-2529

Jasimar Ashers

(Police Officer)

Contact #: (868) 350-9081