***RESUME***

***PERSONAL DETAILS***

Name: Keziah Robinson

Address: #106 Foster Road, Sangre Grande

Date of Birth: 9th April, 1983

Marital Status: Single

Email: Robinsonkeziah@gmail.com

Contact: 328-3184

***EDUCATIONAL BACKGROUND***

* Sangre Grande Government Primary School
* Sangre Grande Business College

***QUALIFICATIONS***

* English A
* Social Studies
* Principles of Business
* Principles of Accounts
* Human and Social Biology

***CURRENTLY PURSUING***

* Mathematics
* Certified Accounting Technician (CAT)

***OTHER***

Computer Literacy

* Microsoft Word
* Microsoft Excel
* Power Point
* Word Processing
* Internet

***WORK EXPERIENCES***

* Accounts Clerk
* Data Entry Clerk
* Clerical Assistant
* Administrative Assistant

***HOBBIES***

Reading, Travelling, Meeting and Interacting with people

***REFERENCES***

* Mr. Kirk Jakie

Yearwood Street, Eastern Main Road, Arouca

336-3474