**RESUME**

**NAME:** **NANDINI GOPICHAND - DADD**

**ADDRESS: #2 MON PLASIR ROAD CUNUPIA**

**DATE OF BIRTH: 11TH JULY 1987**

**CELL PHONE CONTACT: 1-868-732-7400**

**EMAIL:** [**nandini11g@gmail.com**](mailto:nandini11g@gmail.com)

***OBJECTIVE:*** ***To become a fundamental part of your organization by making a valued contribution towards the company’s future.***

**EDUCATION:**

**2011 SITAL COLLEGEOF TERTIARY EDUCATION**

**ASSOCIATION OF BUSINESS EXECUTIVES**

**DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

ECONOMIC PRINICIPLES AND THEIR APPLICATION TO BUSINESS – B

ORGANISATIONAL BEHAVIOUR – C

HUMAN RESOURCE MANAGEMENT – B

HUMAN RESOURCE DEVELOPMENT – B

**2009 SITAL COLLEGEOF TERTIARY EDUCATION**

**ASSOCIATION OF BUSINESS EXECUTIVES**

**CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

INTRODUCTION TO BUSINESS COMMUNICATION – C

INTRODUCTION TO BUSINESS – C

MANAGING PEOPLE – B

PERSONNEL ADMINISTRATION – C

**2008 UPPER LEVEL EDUCATIONAL INSTITUTE**

**CERTIFICATE IN PEACHTREE ACCOUNTING - A**

**2007 UNIVERSITY OF THE WEST INDIES**

**CERTIFICATE – INTRODUCTION TO BUSINESS MANAGEMENT - A**

**2004 EDINGBURGH EDUCATIONAL INSTITUTE**

**CXC O’ LEVELS**

MATHEMATICS III

ENGLISH A II

**RESUME**

**EDUCATION (continued):**

PRINCIPLES OF BUSINESS II

PRINCIPLES OF ACCOUNTS III

SOCIAL STUDIES III

OFFICE PROCEDURES III

**2002 COUVA JUNIOR SECONDARY SCHOOL**

14 PLUS

**2000 MINISTRY OF EDUCATION**

COMPUTER LITERACY

**WORK EXPERIENCE:**

**2010 – PRESENT**

**NATIONAL UNION OF GOVERNMENT AND FEDERATED WORKERS (N.U.G.F.W)**

CLAIMS CLERK – CENTRAL SUB OFFICE

SWITCHBOARD OPERATOR/ RECEPTIONIST

HUMAN RESOURCE ASSISTANT

**2009 – 2010**

**SUPER INDUSTRIAL SERVICES LIMITED**

DATA ENTRY / ACCOUNTS CLERK

**2008 – 2009**

**MILTON PRESBYTERIAN PRIMARY SCHOOL**

ON THE JOB TRAINEE / LIBRARY ASSISTANT

**2007 – 2008**

**TRINIDAD AGGREGATE PRODUCTS (T.A.P)**

HUMAN RESOURCE TRAINEE

**INTERESTS AND HOBBIES**:

APPRECIATION FOR ARTS, CRAFTS AND PHOTGRAPHY AND MAKEUP

**REFERENCES**

UPON REQUEST