**KHADIJA ADAMS**

24 Apricot Circular, Union Hall, Cross Crossing, San Fernando

Phone Contact: Cell 315-3634; Home 657-6750

**CAREER OBJECTIVE:**

To work in a progressive environment, making a meaningful contribution to the continuous improvement of the organization, for the mutual benefit of my employer and myself.

**PERSONAL:**

**Date of Birth:** 25th September, 1993

**Nationality:** Trinidadian

**Marital Status:** Single

**SKILLS:**

* Interpersonal
* Multi-tasking
* Oral and Written Communication

**WORK EXPERIENCE:**

**September 2015 to April 2018** SAN FERNANDO CENTRAL SECONDARY SCHOOL

**Administrative Assistant**

* Organize and schedule appointment
* Write and distribute email, correspondence memos, letters, faxes and forms
* Answer and direct phone calls
* Develop and maintain a filing system

**September, 2012 to May, 2015** GRANNIE’S CATERING

**Service Staff and Kitchen Assistant**

* Helping to serve meals to customers
* Carrying out basic of food hygiene preparation tasks
* Cleaning the kitchen, including washing kitchen appliances.

**QUALIFICATIONS & EDUCATION**

**October 2016** UIVERSITY OF THE WEST INDIES OPEN CAMPUS

**Certificate in Computer Literacy**

**September 2011 to May 2013** PLEASANTVILLE TECHNOLOGY CENTRE (MIC)

**Certificate in Food Preparation and Culinary Arts Craft**

**June, 2016** CARIBBEAN EXAMINATION COUNCIL (CXC)

**Caribbean Secondary Education Certificate (CXC)**

* **Office Administration Grade 3**

**January, 2012** CARIBBEAN EXAMINATION COUNCIL (CXC)

**Caribbean Secondary Education Certificate (CXC)**

* **Principles of Business Grade 3**
* **Social Studies Grade 3**

**September 2010 to June, 2011** ST. KEVIN’S COLLEGE

**Caribbean Secondary Education Certificate (CXC)**

* **English A Grade 3**

**September 2005 to June 2010** SAN FERNANDO WEST SECONDARY

**Caribbean Secondary Education Certificate (CXC)**

* **Mathematics Grade 3**

**REFERENCES:**

Ms. Vonetta Alvarado Dr. Michele Roopnarine-Ram

**Health and Safety Site Lead Vice Principal**

**BpTT Secondary**

Tel: 473-5459 Tel: 657-7169 (between 8:00 a.m. to 2:00 p.m.)