Hadassahh Emily Renee Mc Leod

D.O.B. 31ST March, 1994

#23 Grace Gardens Santa Cruz

Telephone: (868) 301-9483 / (868) 473-5521

Email: [mcleod.hadassahh@gmail.com](mailto:mcleod.hadassahh@gmail.com)

**Objectives:** Seeking a full-time position that will utilize my outstanding communication skills to contribute to your company with a strong communication, organizational and inter-personal skills combined with my ability to work unsupervised and motivate fellow workers with aspirations in having a personal touch in the productivity within your organization.

**Skills Summary:**

* Computer Literate
* Organizational Abilities
* Team Management
* Strategic Development
* General Office Skills
* Ability to work under pressure.
* Time Management.
* Adaptability.

**Education:**

2006-2012 – East Mucurapo Secondary School

**Subjects:**

* Mathematics
* English
* Spanish
* Information Technology
* Biology
* Chemistry
* Physics

**Achievements/Certificates:**

* Certificate in sport Symposium 2011(Sport Desk)
* Certificate in computer literacy: Microsoft Word, Microsoft Excel Microsoft PowerPoint, Web Page Design and internet as a tool for personal development (YTEPP).

**Qualifications:**

* English A Grade II
* Mathematics Grade III
* Information Technology Grade III
* Biology Grade III

**Currently Pursuing:**

* Degree in Information Technology
* Principles of Business

Employment Experience:

**2015-2016:** Greendot Limited

**Customer Experience Division**

Customer Experience Assistant- Assisting the company’s General Manager in the customer experience related issues of the company.

Customer Engagement Specialist- Engaging with customers to rectify any issues they may be experiencing with the service provided.

**2013-2015:** National Library and Information Systems Authority (NALIS)

**Human Resources Division**

**Library Attendant**

**Registry Unit :**

* Sorting of Pay Slips
* Filing
* Answering Calls
* Dispatch
* Recording all ROP’S on Database
* Sourcing and retrieving files

**Leave Unit:**

* Sorting sick leaves
* Preparing Return of Personnel on database
* Entering Resumption/Assumption of duty
* Updating Sick Leaves
* Answering/Making calls
* Taking Messages
* Taking note of job letter requests
* Preparation of Job Letters
* Perform other clerical duties

2012-2013: **Business Equipment &Interiors International Limited**

**Receptionist**

* Assisted in receivables in accounts department.
* Filing Invoices.
* Writing and mailing for the compound.
* Assisting Executive Assistant in organizing shipment of goods.
* Receiving and transferring calls.

**Hobbies:** Volleyball, Reading, Singing & Performing Scientific Experiments.

**References:**

Mr. Yohann Sambrano Mrs. June Richards-John

General Manager Human Resource Specialist II

Greendot Limited (NALIS)

#29 Cipriani Boulevard Hart & Abercromby Streets

Port-Of-Spain Port-Of-Spain

(868) 623-4643 (868) 624-4466

(868) 735-0188 EXT 2364