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| --- | --- | --- | --- |
| Address : Pole # 120, Simeon Rd, Sparrow Drive, Petit Valley, Tel #349-7576 or,678 8339.DOB :24/11/1984 | | | |
| Melissa Sylvester | | | |
| Objective | | | |
| To be a valuable asset to any organization whereby I can add added value by utilizing my skills and knowledge. | | | |
| Experience | | | |
|  | | **Ramesh & Leela Supermarket** |  |
| Lane Supervisor  * Rostering and organizing of all employees under my purview * Directly responsible for inventory and stock * Assist customers wherever necessary | | | |
|  | | | |
|  | | **Ministry of Health** |  |
| Clerical Assistant  * Provide clerical support under the supervision of the Office Manager to include filing, copying and printing. * Distribute incoming post and co-ordinate outgoing post. * Ensure that a welcoming, professional environment is maintained in the office area * Take responsibility for answering the main telephone lines for incoming calls , dealing with enquiries, use of fax and e-mail facilities | | | |
|  | | | |
|  | | **Zenith Printery** |  |
| Senior Sales Representative  * Assist customers with queries about products/services * Sell products/services to customers * Act as cashier, prepare invoices etc * General printing and Copying | | | |
|  | | | |
| **Skills** | |  |  |
| Excellent customer service skills Good interpersonal skills  Team Player Good listening skills  Hardworking Ability to work independently | | | |
| Education | | | |
| Muracurapo Senior Comprehensive School |  | |  |
| CXC /O Levels  * Mathematics (3) * English (2) * Clothing and Textiles (2) * Human and Social Biology (3) * Computer Literacy (B) | | | |
| References | | | |
| Ms Avalon Attzs  It Tecnician  Trinidad and Tobago Police Service  Tel: 356-9401  Karen Prince  Finance Assistant  International Federation of Red Cross and Red Crescent Societies  <Tel:678> 8339 | | | |