AYANNA MOHAMMED

|  |  |  |
| --- | --- | --- |
| **Objective** |  | #10 Armadillo Road, La Resource South,  Dabadie.  Contact #: 1-(868)-799-4468  Ayanna\_1994@hotmail.com  **To obtain a position that will challenge me and allow me to use my educational skills and past job experiences in a way that is mutually beneficial to both myself and my employer; and allow for future growth and advancement.** |
| **Skills & Abilities** |  | * Strong work ethic * Computing Skills * Interpersonal Skills * Proficiency in the use of Microsoft Office Suite * Ability to communicate effectively * Problem-solving and critical thinking skills * The capacity to learn and apply new information quickly and accurately. |
| **Experience** |  | *Administrative Assistant -* Singh’s Auto Rental Company Limited **2011-2012**   * Receptionist Duties * Completion of Rental Contracts and Checklists * Receipts Report * Purchasing, Issuing and Maintenance of Pantry and Stationery Items * Preparation of request for requisition for Pantry and Stationery items for remote branches * Logging of all Incoming Correspondence, Packages, Deliveries * Preparation and distribution of reading file to senior management. * Ensuring all items leaving the office is properly logged and accounted for. * Ensure gate passes are completed and presented to the group Financial Director for approval.   ***Business Operations Assistant I –* Ministry of Sports (Maloney Indoor Sport Arena)**  **2012-2014**   * Assist in the planning and management of meetings, workshops and conferences. (Take meeting notes, prepare agendas, issue meeting invitations) * Maintain file register and filing system * Order, issues and maintains inventory of supplies and equipment. * Assist in the preparation of time-sheets, invoices and other routine accounting duties. * Operate standard office equipment such as photocopier, fax machine, scanners, and binders. * Undertakes basic information, gathering, as directed and compiles data for entry.   ***Service Coordinator* – Singh’s Auto Rental Company Limited**  **2017 – 2017**   * Purchasing and receiving of vehicle parts * Maintenance of stock levels * Obtaining of prices and preparation of purchase orders * Issuing of stock based on requisitions submitted by garage and other locations (use of proper documentation) * Scheduling of Service Activities: * Prepare and communicate a daily service schedule to Service Manager * Update service books and files * Scheduling the return of vehicles * Ensure all vehicles are up to date with regards to inspections (Coordinate with remote locations to ensure their vehicles possess a valid inspection certificate) * Generate a daily report of all vehicles on the compound * Relieve receptionist of duties whilst they are on lunch * Other duties as assigned   ***Inventory Clerk* – Mode Alive Trading Company Limited  2017 – 2018**   * To effectively perform all inventory activities and transactions. * Processing of all inventory transactions using delivery notes, inter-warehouse transfers and stock adjustments. * Date entry – entering of all stock purchases on computer database * Investigate and make corrections to stock differences as variances arise * Perform stock taking quarterly * Audit all stock transaction books for documents not passed to the Inventory Department, to ensure that all inventory is accounted for accurately and timely. * Make price changes as required for: new items, reduced items and special promotions. * Produce accurate reports for management regarding pricing, product performance and stock quantities. |
|  |  |  |
| **Education** |  | 2011- 2017  College of Science, Technology and Applied Arts of Trinidad and Tobago. (COSTAATT)*Major- Bachelor of Human Resource Management – (Cum Laude) Minor – Business Administration* – *(Hon)*  * ***Graduated November 2017.***   **2009-2011** St. Joseph’s College, St. Joseph - ***CXC ‘O’ Levels (General Proficiency)***  Principles of Accounts Grade I Mathematics Grade II English Language Grade II  Office Administration Grade II Principles of Business Grade II Information Technology Grade III |
| **References** |  | MARIJADE. M. ALI Senior Lead Lecturer, Human Resource Management, COSTAATT  868 – 778 – 0873  **DARYL MOSES**  CEO of Daryl’s Islandwide Company Limited.  868 – 683 – 5365 |