**DANIKA CHARLES**

LP #2 Lagoon D’or Street #4,

La Brea

1(868)319-4588

[antionettecharles2126@gmail.com](mailto:antionettecharles2126@gmail.com)

* **EDUCATION**

Holy Name Convent Point Fortin

September 2012- June 2017

* **QUALIFIACATIONS**

**CSEC O- Levels Subjects**

|  |  |
| --- | --- |
| English | Two (2) |
| Electronic Document Management and Preparation | One (1) |
| Physical Education | One (1) |
| Principles of Business | Two (2) |
| Office Administration | Two (2) |

* **WORK EXPERIENCE**

None acquired

* **OTHER ACHEIVMENTS**

Merit Card for Excellence in Studies

Merit Card for Improvement in Studies

Merit badge for discipline and Studies

65% and over Certificate

* **PERSONAL INTEREST AND HOBBIES**

The game of Volleyball

The game of Netball

Dance

* **ADDITIONAL SKILLS**

Good interpersonal skill

Time management

Adaptability

* **REFERENCES**

1. Shanice Ramrattan

Gup’s Hardware

Contact: 1(868)385-5736/648-4741

1. Bernelle Benjamin

National Board of Insurance Clerk

Contact: 1(868)301-3666