Akiel Kwame Wimana Holder

#35 Upper La Sieva Road, Maraval /© 720 -3042

[Kidanemiriam0034@yahoo.com](mailto:Kidanemiriam0034@yahoo.com)

**Professional Summary**

My name is Akiel Kwame Holder I am an Enthusiastic and well-organized Administrative Assistant with solid background in data entry, schedule management and event planning I am a hard-working, multi-tasking individual with outstanding telephone, and documentation skills. I am highly organized and meticulous in my craft with experience in corporate office settings. I possess excellent communication and computer skills and meets deadlines I also work with a high level of multicultural awareness and adaptability. I am a Detail-oriented and well driven with expertise in problem solving and managing daily office functions.

**Skills**

 Identifying best practices

 Time management

 Effective communication

 Negotiation skills

 Report development

 Critical thinking

 Project planning

 Attention to detail

 Meeting minutes

 Filing and data archiving

 Engaging personality

 Attending multiple customers

 Handling difficult customers

 Clear and effective communication

 Positive attitude

 Interpersonal skills

 Highly reliable

 Fast learner

 Partnering with cross-functional disciplines

**Work History**

* Alston's Marketing LTD Merchandiser (08/2017 -12/2017)
* **M**I4 **S**ecurity **S**ervices **S**ecurity Dispatch Officer (09/2016-12/2016
* **H**uman **C**apital **D**evelopment **F**acilitation **C**ompany **L**imited (**H.C.D.F.C.LTD**)
* Business Operation Assistant level one B.O.A I and II (07/21/2014- 2015) currently employed.
* **L**inda’s **F**resh **B**akery **C**ompany **L**imited.
* Kitchen assistant (06/01/2012-15/12/2013)
* **S**abor **L**atino **N**ight **C**lub
* Bartender and Barback (15/01/2009 – 2001)

**Education**

* U.W.I (ROYTEC)

Associates in Business Management (2008 – 2010) Incomplete.

* Chevalier’s Business and Science Center (2006 – 2008)

A Levels Examinations

* Truth For The Final Generation Mission Academy Private School (2001 -2006)

C.X.C. Examinations

**Qualifications**

* Mathematics II
* English II
* Human and Social Biology III
* Biology III
* Office Procedures III
* Principles of Business II

**Other Skills**

* Certificate in Small Business Planning (N.E.D.C.O)
* Business operations and assistance.

**Hobbies**

* Reading
* Hiking
* Football
* Swimming

**References**

* Mr. Hubert Thompson

Project Coordinator P.H.P Programme.

Contact # 868 763- 2697

* Mr. Kevon Beckles

Project Officer

Contact # 868 283- 7449