**OBJECTIVE:**

To achieve an entry-level position that will promote professional growth and experience and utilize my skills as a young, responsible team player with proficient communication and leadership abilities.

**PROFESSIONAL MEMBERSHIP:**

*THE ASSOCIATION OF BUSINESS EXECUTIVES (ABE)*

The Association of Business Executives (ABE) was founded in 1973 by a group of industrialists, educationalists and politicians as a non-profit making institution. ABE's aim was to become a market leader in the cost-effective provision of quality British management education.

**WORK EXPERIENCE:**

JUN 2015- OCT 2015 **Computer Empire Limited**

*Responsibilities: Sales Representative*

1. Deal with computer sales.
2. Troubleshoot customer needs.
3. Operate the Point of Sales system.

OCT 2016- DEC 2016 **Shipping Solutions and Services Limited.**

*Responsibilities**Sales Representative/Shipping Co-coordinator.*

1. Market the organization’s services to prospective clients.
2. Prepare documentation for Clearance of shipments.
3. Liaise with transport operatives to ensure arrival of goods.

**WORK EXPERIENCE cont.:**

DEC 2016-FEB 2018 **Leo-Rain Hardware**

Sales Representative/ Purchasing Supervisor

Duties:

1. Preparation of current and out-of-stock lists to present to owner at the end of every day.
2. Monitor and record stock sales patterns to determine customer preference and frequency for particular choice products.
3. Supervise workers on ground floor insuring company polices are met.
4. Deal with customer complaints and enquiries with purchased products and purchasing of products.
5. Deal with various suppliers in purchasing of goods to facilitate the lists specified in (i) above.
6. Create invoices and interact with various customers every day in order to fulfill customer satisfaction.
7. Record, Price and display new goods once they have been delivered into the premises of the organization in a timely manner.

**EDUCATION:**

*2014-Present*  **SITAL College of Tertiary Education**

*Currently pursuing:* **Enrolled:** Degree in Travel, Tourism and Hospitality Management

*2013* **PRIVATE CANDIDATE**

CXC Certificate

*2006-2011*  **NORTHGATE COLLEGE** - CXC Certificate

**CERTIFICATE**

*2017* **Diploma 5**

* *Travel Tourism and Hospitality* Grade *A.*
* ICT in Travel Tourism and Hospitality Grade B.

*2016*  **Diploma 5**

* + - * Introduction to Business Law Grade B
      * Introduction to Human Resource Management Grade C

**CERTIFICATE**

*2015* **Diploma 4**

* Introduction to Business Grade B
* Introduction to Communication in Business Grade B
* Introduction to Travel Tourism Hospitality Grade C
* Introduction to Marketing Grade C

**(CXC)**

|  |  |
| --- | --- |
| SUBJECT | GRADE |
| ENGLISH LANGUAGE | TWO |
| SOCIAL STUDIES | TWO |
| MATHEMATICS | FOUR |
| GEOGRAPHY | THREE |
| BIOLOGY | THREE |
| PHYSICS | THREE |

**CERTIFICATE (INFO. TECHNOLOGY)**

INTRO TO IT & MICROSOFT OFFICE:

* Computer Literacy / email; internet etc.
* MS. Word
* MS. Excel
* MS. PowerPoint

**REFERENCES:**

* **RONALD SIMON**

R&S ACCOUNTING SERVICES LTD.

Reyes Road, Santa Cruz

477-6727

317-1432

* **Elvis Phillips**

SUNPARK ENTERPRISE LTD.

Managing Director

#15 Aurora Ave, Sunrise Park

Trincity ,

Tel 640-1135