**Objective**To obtain employment where I can utilise my competencies and assist the organisation in whatever ways possible.  
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**Educational Background**

**Tertiary Education:** University of the West Indies, St. Augustine Campus

(2011 - 2017) - Bachelor of Arts(History)

**Secondary Education:** Parvati Girls’ Hindu College, Debe

(2009 - 2011) - Caribbean Advanced Proficiency Examination  
 8 Units  
 (2004 - 2009) - CXC General Proficiency  
 8 Units  
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**Work Experience**

**Parvati Girls’ Hindu College  
(June - August 2012) - Clerk**

* Documented all books that were to be distributed to the students.
* Organized books into their respectable forms/classes.

**Debe Hindu (SDMS) Primary School   
(Sept 2015 - May 2016) - Teaching Assistant**

* Assisted with planning class lessons.
* Taught classes when teacher was absent.
* Assisted with setting exams.
* Supervised student and sometimes more than one classes at a time.
* Organised raffles by numbering and distributing.
* Took over receptionist’s duties when absent.
* Experienced with a photocopying machine.
* Organised new student’s files alphabetically and according to class.

**Smith Robertson and Company Limited**   
**(Seasonal Employment) - Nail Technician**

* Polishing customer’s nails for their promotions.
* Creating nail polish templates showing various colours for stores.

**Maska Limited**

**Marketing Associate**

* Created a product catalogue which included
* Creating categories for over 4,000 products
* Generating formats for each category within the catalogue
* Obtaining pictures to input
* Researching products
* Producing fliers for sales representatives weekly
* Inputting information into company’s website which included
* Sectioning off all products
* Researching products for ‘Product Description’
* Individually adding each product to site with its quantity, description, picture, price, part number and codes.
* Developing ways to promote this company through social media forums such as Facebook and Instagram.
* E-mailing and calling potential customers**.**
* Organising promotions**.**

**Maska South Motors**

**Executive Assistant**

* Secretary for the Managing Director
* Preparing proformas for potential clients
* Preparing clients’ registration and licensing of vehicle
* Ordering of number plates for vehicles
* Closing of purchase by signing forms and delivering keys
* Preparing daily and monthly sales report for the South Motors Division
* Writing up tax invoices and ensuring clients’ approval from the bank
* Liaise with Financial Institutions to secure payments for vehicles

**Primary School Tutor**

**Privately - (Seasonal Employment)**

* Reviewing topics taught in class.
* Teaching proper hand writing skills.
* Practicing appropriate verbal skills.

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**Skills and Competencies**

* Adaptability and ability to work under pressure
* Creative skills
* Effective Communication and Organizational skills
* Effective Time Management
* Introduction to Graphic Design using the Adobe Creative Suite
* Microsoft Word and Microsoft Excel
* Organisational skills
* Researching skills
* Strong Analytical and Verbal skills

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**Personal Interests**

* Drawing and painting
* Baking and cake decorating
* Yoga

**References**

Randel Dabideen – Operations Manager, MASKA- 759-7168

Rajendralal Mongru – Customer Account Manager, TSTT- 481-1611