Isis Pinder

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# Education

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## 2010-2011 | Open Bible High School

CXC O’ Levels

* English A
* Agricultural Science
* Human and Social Biology
* Social Studies
* Principle of Business
* Principle of Accounts
* Office Administration

# Certificates

* Nurses’ Aide Certificate
* Certificate of Completion -Delta Soft – Introduction to Business Software

# Skills & Abilities

* Use of Microsoft Office
* Ability to operate standard office equipment such as photocopier computer and scanners
* Ability to work in teams, use initiative and maintain confidentiality
* Ability to understand simple oral and written instructions
* Ability to speak and write clearly and effectively
* Knowledge of the Financial Intelligence Unit system

# Experience

## RECEPTIONIST | Sunny Group of Companies (Carnival CITY) | 2013 – Present

* Data Entry
* Collects and distribute incoming mail and packages
* Greets and directs visitors
* Receipt and routing of calls
* Ask questions to determine customers’ needs, reports on and follow up on queries
* Performs any other related work as required

## Cashier | Mc Donalds | 2012- 2012

* Cashier operations
* Customer service

## Cashier | Pizza Boys Group of Companies (Rituals) | 2012- 2012

* Cashier operations
* Customer service