#320 CACANDEE ROAD,FELICITY,CHAGUANAS.

Contact:490-9740

Email:kavitaramsaran21@gmail.com

**KAVITA RAMSARAN**

**OBJECTIVE:** To work in an industry where the development of my career will be assured.

**EDUCATION:** Primary Level- Felicity S.D.M.S. Primary Hindu School

Secondary Level- Couva Government Secondary

Subjects accquired :

Mathematics 3

English A 2

Principles of Accounts 3

Principles of Business 2

Human and Social Biology 2

Tertiary Level: CTS College of Business and Computer Science Ltd

Association of Business Executives

Diploma in Business Management

Other: Upper Level Educational Institute

Practical financial an computerized accounting

**EXPERIENCE:** Brand Source 2010-2018

Customer service representative & Administrative assistant

Administrative an receptionist duties

Data entries

Accounts payables and receivables

NIS and Health Surcharge

Payroll

Interacting with customers on a daily basis

**REFERENCES:**

Lisa Balgobin

Cacandee Road, Felicity, Chaguanas

Contact: 702-2937

Sarah Ghanoo

CTS College of Business and Computer Science Ltd

#120 Montrose Main Road, Chaguanas

Contact: 671-2551/2872