***Desney Samantha Job***

#27 Maraj Street, Five Rivers

Arouca, Trinidad, W.I.

Cell: (868)-780-8613

Email: [desney.job@yahoo.com](about:blank)

**CAREER OBJECTIVE**

To successfully do any task or duty given to me to the best of my ability, maintain a high level of professionalism and produce great outcome with the company I am employed with.

**PERSONAL SKILLS**

* Works well without supervision
* Excellent with customer support services
* Skilled at learning new concepts quickly while working well under pressure.
* Well able at multitasking.

**WORK EXPERIENCE**

Company: Clamens & Associates 2000 Ltd.

Position: Administrative Assistant

Duration: June 2015 – October 2017

Duties: Assisting the Service Department Manager with the following functions.

* To assist with scheduling A/C services for commercials businesses
* To organize contractor bills to process for payments
* Assisting with structuring and binding Tender documents
* Requesting material, sending and receiving fax for the department
* Receiving Incoming call and making Outgoing calls to dispatch Technicians
* Preparing Invoices on Peachtree to Deliver to Customers
* Dispatching Outgoing Invoices
* Preparing Quotations, memos, etc.

Company: Super Pharm

Position: Cashier

Duration: August 2013 – March 2014

Duties: Assist with the following functions:

* Keeping cashing area tidy.
* Cashing of customer purchases.
* Restocking shelves at counter area.

Company: Civilian Conservation Corps

Position: Office Administration Clerk

Duration: April 2010 - December 2012

Duties: Assist the Administration Officer in performing the following functions:

* + Source numbers for all filing documents.
  + Keep record of all outgoing and incoming documents.
  + Scan documents for upload into document management system.
  + Prepare outgoing documents inclusive of printing, copying and recording.
  + Assist with filing and archiving of all documents, correspondence, and other materials.
  + Perform other office maintenance and upkeep duties.

Company: Rhino Marketing

Position: Sales Representative

Duration: November 2008 – October 2009

Duties: To carry out the following functions

* Positively motivate customers.
* Keeping proper records of stored merchandise.
* Keep merchandise confined and sealed

Company: National Insurance Board

Position: Document and Public Assistant

Duration: September 2008 – October 2008

Duties: To carry out the following functions

* Assisting members of the public.
* Assist individuals with the correct filling out of NIS forms.
* Reorganizing documents in a specific order.

**EDUCATION AND QUALIFICATON**

**School of Business and Computer Science Ltd. (SBCS)**

* Excel 2016 Advance Computer Training.

**Caribbean Examination Council**

**Exams Taken** **General**

* English Two
* Human and Social Biology Three
* Office Administration Two

**Adult Math Experience Course**

* Certified in Basic Math Skills

.

**Border Com International**

Certified

* Microsoft Office Specialist **Grade B**

Microsoft word 2003, Excel 2003, Power Point 2003,

Access 2003 and Outlook 2003.

* Web Development **Grade A**

Web design with XTML, HTML, and CSS

**School Attended Examination Taken**

* Marabella Senior Compehensive 2006-2008 CXC
* Couva Junior Secondary School 2003-2006 14+
* Claxton Bay Anglican Senior Primary 2000-2003 SEA

**ADDITIONAL SKILLS & QUALIFICATION**

* Certified in Basic First Aid Skills.

**REFERENCES**

**Mr. Shurland Ragoobarsingh**

Regional Coordinator

Civilian Conservation Corps

South West Region

Tel: 482-4636

**Mr. Ramdeen**

Regional Administration Officer

Civilian Conservation Corps

South West Region

Tel: 465-7979

**Ms. Joanna**

SuperPharm

Gulf City

Tel: 764-5853/323-4017

**Mrs. Joanne Connell-Wilson**

Service Supervisor

Clamens & Associates

Tel: 620-7329