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| **Xiael N. R. Vialva**  |  | | --- | | xiael\_vialva@hotmail.com | | 1(868)236-3648 / 721-3287 | | Apartment 203A, Building APowder Magazine Phase OneCocorite, Trinidad | | OBJECTIVE  To secure a position where I can maximize my skills and experience in a dynamic field that offers upward mobility. | | current status Studying Accounting | | skills |   Microsoft Office Suite  Office Management  Administrative  Networking | |  | |  | | --- | | employment historyAdministrative Assistant*Junior Achievement of Trinidad and Tobago*November 2015 – January 2018team member*Pizza Hut - Roxy*July 2015SALES REPRESENTATIVE*Knowledge Zone – Movie Towne & West Mall*December 2014SALES REPRESENTATIVE (temp)*Queen’s Hall Box Office* June 2014Backstage Crew MEMBER*Renaissance’s Theatre Production**Queen’s Hall*June 2014cHEF (world of work trainee)*Hilton Trinidad & Conference Centre* July 2013 Lead actress “sarg”*St François Girls’ College Form 3 Production “Caught”* Directed by Kurtis Ross *Queen’s Hall*May 2012SPECIAL INTERESTS Actuary Accountant Actress Chef  Human Resource Manager | | | | |
| education  **student accountancy centre**  **JANUARY 2016 – present**  *Foundation in Accounting Course 2017*  MA2- Management Cost & Finances  FA2- Maintaining Financial Records    *Foundation in Accounting Course 2016*  MA1- Management Information  FA1- Recording Financial Transactions  **St. François Girls’ College**  **September 2009- June 2014  &  September 2014- June 2015**  *Caribbean Examination Council  Caribbean Advance Proficiency Examination 2015*  Caribbean Studies Grade III  Accounting Grade IV  Sociology Grade V  Literatures in English Grade VI  *Caribbean Examination Council  Secondary Education Certificate June 2014*  English A Grade I  Mathematics Grade I  Principle of Accounts Grade I  English B Grade II  Food and Nutrition Grade II  Spanish Grade II  Principle of Business Grade II  Chemistry Grade III | | |  | VOLUNTEERISM  **PENTECOSTAL CRUSADERS 2010-2016**  Lieutenant 2015  Officer 2014  Lady 2010 cREATIVE DESIGNER (JUNIOR ACHIEVEment trainee)*Variety Vision* January – May 2013  HOBBIES  Reading  Event Coordinating  Netball  Hockey  Swimming  Football  REFERENCES  Christian Prentice  Teacher – Diego Martin Government Primary  493-8606  Maxine Archer  Teacher – St. François Girls’ College  399-4667 |