**RESUME**

**PERSONAL DATA**

**NAME**: Mrs. Nadia Ali-Williams

**ADDRESS:** #14, Beccles Street, Tacarigua.

**TELEPHONE**: 1-868-395-9964

**OBJECTIVES:** To secure a responsible position in my field of

“Business Management,” which will utilize my

knowledge, skills and abilities and enable me to

gain experience necessary to make an effective

contribution.

**EDUCATION:**

**Tertiary:** School of Business and Computer Science (2007)

School of Business and Computer Science (2002 –2004)

School of Accounting and Management (2000 – 2001)

The University of the West Indies (1996 – 1997**)**

**Secondary:** St. Augustine Community College (1997 – 2000)

St. Augustine Senior Secondary (1995- 1997)

Aranguez Junior Secondary School (1992 – 1995)

**Primary:** St. Mary’s Anglican Primary School (1985-1992**)**

**QUALIFICATIONS:**

**Secondary: Caribbean Examination Council (CXC)**

Subjects (General Proficiency) Grade

Mathematics iii

English Language ii

Principles of Accounts ii

Principles of Business iii

Social – Studies iii

Spanish ii

**Tertiary: (1) Business Administration Certificate Awarded (ABE)**

Accounting (B)

Business Communication (C)

Business Management (B)

Quantitative Methods (B)

N.B – “Business Communication & Quantitative Methods,” I attended School of Accounting and Management and completed the certificate at School of Business & Computer Science.

Peachtree Accounting – (2007) – “School of Business

& Computer Science.”

**WORKING EXPERIENCE:**

Luxurious Décor Limited – “Assistant Accounts Clerk.” January 2012 –

March 2018.

Ramlagan’s General & Electrical Hardware – “Accounts Receivable Clerk/Office Assistant.” – January 05th, 2010 – January 13th, 2012.

Oscar Francois Limited – “Customer Service Representative & Receptionist.” – October 6th, 2008 – April 27th, 2009.

Micon Marketing Limited - ‘Accounts Receivables Clerk & Data Entry Clerk –Telecommunications Division.’

February 01st, 2006 – February 25th, 2008.

Tile It Limited - ‘Store Supervisor.’ – October 04th, 2002 – December 14, 2005.

Gmar Home Furnishers Limited - ‘Sales representative & Inventory Clerk.

June 2002 – September 2002.

Singer Stellar Distributions (Trinidad Limited) – ‘Customer Service Representative.’

Oct 31-Dec 31, 2001.

**TECHNOLOGICAL AWARENESS:**

Certificate Awarded in Computer Literacy form the University of the West Indies – (A)

Type Writing Experience – 45-50 words per minute.

Proficient in using Accounting package "Quickbooks." for the last six years.

**HOBBIES:** Reading, cooking, sports such as cricket and lawn

tennis and I also enjoy spending time with people

from all walks of life.

**OTHER ACHIEVEMENTS:**

Year 2009 – Certificate in Customer Service – “Oscar Francois Limited.”

Year 2007 - Certificate of Appreciation – ‘Micon Marketing Limited.’

Year 2003 - First sales representative to receive ‘Employee of the month.’

Year 2000 – Certificate of Consistency - St. Augustine Community College.

Year 1999 – Certificate of Citizenship – St. Augustine Community College.

Year 1995 – Graduated with Honors – Aranguez Junior Secondary School.

**REFERENCES:**

Mr. Christian Dhanoolal - Telephone: 727-5965.

Ms. Elizabeth Williams - Telephone#: 387-6948.

Mrs. Cindy Rambarran – Telephone # 466-4646.

Mr. Brandon Williams – Telephone # 341-3046.