# RENA GANNAH

[nishajagroop@gmail.com](mailto:nishajagroop@gmail.com)

**Lp#161 Coromandel Village Cedros**

**Telephone: 302-4148**

**PERSONAL**

**Date of Birth:**  September 24, 1995

**Marital Status:**  Single

**CAREER OBJECTIVE To work towards the enhancement and profitability of the**

**organization and in so doing be able to utlize my skills and**

**knowledge to the benefit of the company and self-satisfaction.**

**SUMMARY OF QUALIFICATIONS**

* 2 years of Office Management experience

**PROFESSIONAL EXPERIENCE**

11th May,2015-15th February,2018 **SOUTHERN CENTRAL ANGLICAN SCHOOL**

**OJT-Clerical Assistant/CAC Assistant**

* Typing,photocoping and answering telephone
* Filing and recording of correspondence
* Assisting teachers in their classrooms

**EDUCATION**

2007-2016 **Point Fortin East Secondary School and**

**Cedros Composite School (Continuation Classes) (CXC ‘O’ LEVELS**)

* Principles of Business G 3
* Social Studies G 3
* English A G 3
* Electronic Document Preparation Management G 2
* Office Administration G 2
* Spanish G 3
* Mathematics G 3
* Human Social Biology G 3

**Community Development Skills Training Programme 2016**

* Certificate in Introductory Level Training In Computer Literacy

**Caribbean Secondary Education Certificate 2016**

* Certificate in Business Studies 2016

**SKILLS**

* Teamwork
* Communication
* Analytical

**COMPUTER LITERACY**

* Microsoft Word
* Microsoft Excel
* Microsoft Power-Point
* Microsoft Office Suite

**HOBBIES**

* Reading
* Sports
* Travelling

**REFERENCES**

Canon Winston Mulcare

Techier Main Road, Point Fortin

Ph. No. : 1-868-648-2212

Mr. Ansiely Gopaul

Principal

Point Fortin East Secondary

Ph. No. : 750-9390/690-1128