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| NATEABA DANIEL  CONTACT NUMBER:18683887264/18683596899  Bedassie Avenue,  Watts Trace,  Malabar, Arima.  Email: [venusdaniel842@gmail.com](mailto:venusdaniel842@gmail.com) |  |

Objectives

To acquire real world experience in an organized and functional company that will help to mould my character as I pursue my career as an Administrative Assistant.

Education

**Home Study**

Currently Pursuing *:*Microsoft Office Specialist (M.O.S) Word 2016

**CTS College of Business and Computer Science Ltd**

Registered for 2017-2018 Semester

Associate of Business Executives (ABE) - Diploma in Business Management Level 1

Currently Pursuing

Introduction To Business: Final Exam

DIPLOMA

* Introduction To Quantitative Methods B
* Introduction To Business Communication C
* Introduction To Accounting C

**Arima Senor Comprehensive Continuation Classes**

2014-2015

CXC O’ Levels Passes

* English III
* Mathematics III

Experience

March 20th 2017- September 31st 2017 | Relief Teller

COMMUNITY CARE CREDIT UNION

Corner Southern Main Road & Bushe Street, Curepe

**Duties**

* Deposits
* Withdrawals
* Opening Of Accounts
* Closing Of Accounts
* Loan Payoff
* Records transaction by logging cashier’s checks
* Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins

October 5th – April 31st 2016

Office Assistant

* Maintains Supplies By Checking Stock To Determine Inventory Levels
* Take And Distribute Accurate Messages
* Answer Phones And Transfer To The Appropriate Staff Member
* Maintain Office Filing And Storage Systems
* Fax, Scan And Copy Documents

**August 17th 2015 – August 28th 2015**

**Assistant Teacher**

NATIONAL ENERGY KIDS COMPUTER CAMP

Chinese Village, La Brea

* To instruct participants in the design and presentation of Microsoft Point
* By Using different formats and styles in Microsoft
* To guide students in the creation of using Excel

Skills

Youth Training and Employment Partnership Programme

* Data Operation CVQ LEVEL 1: 2014-2015

**Personal Attributes**

* Honest
* Dependable
* Reliable

**References**

**Tomika Sutherland**

Olton Road.

Contact Number

390-1483

**Trevor Frederick**

Chinese Village,

La Brea.

Contact Number: 620-7333

**Angela Carrington (General Manager)**

Community Care Credit Union

Head Office Curepe

Mobile: (868)788-0758

Tele: (868) 662-9270

Fax: (868) 662-8977