**Nikita Latchman**

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Maracas, St. Joseph

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# **Education**

Sital College (2013-2014)

BUSINESS MANAGEMENT

ABE Programme:

* Introduction of Accounting
* Introduction of Business Communication
* Introduction of Quantitative Methods

St. Joseph’s College (2008-2013)

CXC Ordinary Level General Proficiency

* Mathematics 3
* English A 3
* Principles of Business 3
* Principles of Account 2
* Office Administration 3

St. Joseph Girl's R.C Primary School (2001-2008)

# **Experience**

Priya’s Creation (July 2014- July 2015)

Sales Clerk

Gem Shop (July 2015- August 2015)

Sales Clerk

Redefined Auto Services Ltd (August 2015- December 2017)

Office Secretary

Intercept Security (December 2017- March 2018)

Security Agent

**Duties**

Sales Clerk:

* Promote sales by assisting customers and offering suggestions
* Responsible for ensuring store appearance is clean and presentable at all times
* Being courteous and friendly at all times
* Greet customers entering the business
* Ability to communicate professionally in person and by phone
* Stock shelves, counters and racks with clothing

Office Secretary

* Entering and paying off bills
* Doing up wages, NIS
* Greet visitors and customers in a professionally way
* Schedule and confirm appointments for clients
* Recording sales
* Answer phones and give information to callers, take messages or transfer calls to appropriate individuals.
* Maintain office filing and storage systems
* Learn to operate new office technologies as they are developed and implemented
* Operate office equipment such as phone systems, and use computers for spreadsheet and word processing
* Keep office area clean and tidy
* Establish work procedures and schedules and keep track of the daily work of clerical staff
* Provide services to customers, such as order placement and account information

**Skills**

* Interpersonal Skills
* Communication Skills
* Computer Skills: Microsoft Word and Excel

**References**

Mr. Daniel Williams

Teacher

<Tel:758-5643>

Simon Barran

<Tel:294-9976>

Rian Ramessar

<Tel:341-5156>

Natasha Reyes-Graham

Production Managers Assistant

<Tel:474-0465>