**SHANEZ KARIM**

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Felicity, Chaguanas

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# **OBJECTIVE**

Recently graduated and I am seeking employment with a company where I can use my talents and skills to grow and expand the company. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. I want to excel in this field with hard work, perseverance and dedication. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

# **Skills & Abilities**

* Customer Acquisition
* Public Speaking
* Complaint Handling
* Consultative Sales
* Sales Reports & Correspondence
* Inventory Management
* Teaching
* Excellent Communication Skills
* Well mannered
* Computer proficient performer with extensive experience conducting Internet research and using MS Office.

# **Experience**

## Sales Rep/ Cashier, Island Cottage Chicken Processors **JUNE 2010 – PRESENT**

### Caroni Savanah Road

* Word processing;
* Dealing with telephone, as well as on hand customer orders;
* Devising and maintaining office systems;
* Liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationary and equipment.

## Sales Rep, Kimi’s Kollection **JUNE 2016 – PRESENT**

### Online Site

* Creating and maintaining record keeping systems;
* Invoicing;
* Ordering and maintaining storage systems for the products;
* Maintaining the company's social media page.

## Polling Agent, United National Congress **November 28th 2016**

* The counting and tallying of votes, with communication being a core necessity to allow for the most accurate results and smooth running for the internal elections

# **Education**

## St. Augustine Girls’ High School

## Evans Street,

## Curepe

## *CXC 2010-2015*

* MATHEMATICS – GRADE 1
* LITERATURE – GRADE 1
* ENGLISH LANGUAGE \_ GRADE 1
* THEATRE ARTS – GRADE 2
* SPANISH - GRADE 2
* GEOGRAPHY – GRADE 3

# **Communication**

# I believe communication is the key in any successful business, I am well adverse in the English Language and can get clear concise messages across with utmost kindness and respect. I am also equipped with six years of Spanish, which I believe can be of value to any business in the 21st century

# **Leadership**

I have strong leadership qualities, I work exceptionally well in groups and get the required tasks completed; pulling the slack where need be and getting it done efficiently and within the adequate time frame of the particular assignment.

# **about me**

I am a very hard working, diverse individual and I work exceedingly well with others. I am very success driven and I am very confident about what I bring to the table. I am really passionate about making a difference in the work environment. If I am anointed to work with you, I can guarantee that you won't be disappointed; as dissatisfaction is not an option for me. I can perform under pressure, and meet deadlines in a fast paced environment. I can contribute teamwork research, analytical, and project skills, coupled with solid educational background, as well as unique drive for excellence and success, to any organization. I am an energetic, competitive achiever who can inspire and motivate team members, deploy analytical skills, successfully manage multiple priorities. I am also a fast and willing learner who excels at grasping new ideas and quickly applying them to learning all aspects of an organization’s operation.