**REANDA BERNARD-SAMAROO   
(BBA)**

C:\Users\Simone\AppData\Local\Microsoft\Windows\INetCache\IE\BI1C366M\stock-vector-location-icon-location-icon-eps-location-icon-vector-location-icon-eps-location-icon-jpg-419287489[1].jpg

**#93 Eastern Main Road Maturita Arima (868)744-2088 reandabernard@hotmail.com**

***OBJECTIVE***

*To be part of and a valuable asset to, a productive team, within a dynamic, future focused and innovative organization.*

**EDUCATION**

* **BBA. Management - 2018**

University of the Southern Caribbean (Maracas, Trinidad)

* **ABE Diploma Level 4 Business Management- 2010**

Sital College of Tertiary Education

**LCCI Diploma Level 2 Secretarial Administration- 2009**Sital College of Tertiary Education

* **Caribbean Examination Council (C.X.C.) - 2002**

**(Passes in 4 disciplines)**

St. Augustine Senior Secondary School



**PROFESSIONAL SKILLS & COMPETENCIES** *•Administrative Support •Customer Relationship Management*

*• Excellent oral & written Communication skills*

* *Proficient in Microsoft Suite*
* *Payroll*
* Devising and maintaining office systems

**EMPLOYMENT HISTORY & EXPERIENCE**

* **SALES MANAGER - Oct. 2006 - Present**

Game Concepts Ltd

Responsibilities:

* Answering general queries by telephone
* Photocopying documents
* Sorting and opening post
* Maintaining records, filing systems and computer files
* Inventory
* Undertaking any other tasks/duties as may be reasonably required
* Assisting Administrative Officer as necessary: Writing and Dispatching letters

|  |
| --- |
| * **HUMAN RESOURSE DEPARTMENT INTERNSHIP - June - September 2016**   Plant Mechanics Ltd  **PERSONAL INTERESTS & ACCOMPLISHMENTS** |

* **Reading**
* **Research**

**REFERENCES**

1. Kenneth Richardson   
   Managing Director at   
   Celebrity Enterprise Co. Ltd  
   Market Street Arouca.  
   Office 1 868 692 2383  
   cell 1 868 344 5886  
   [urbanoasis@flowtrinidad.net](mailto:urbanoasis@flowtrinidad.net)
2. Terrance Teague  
   IT manager   
   **BGL Bermudez Group Ltd.**  
   #6 Maloney Street,  
   Mount Lambert  
   Trinidad W.I.   
   Cell 1868 794-3316  
   [TERRENCE.TEAGUE@bermudezbuscuit.com](mailto:TERRENCE.TEAGUE@bermudezbuscuit.com)

***"Success does not come to those who wait and it does not wait for anyone to come to it."***