

Candice Matoram

1868-7883072/3920717

Off LP6 Nariva Road  
Manzanilla #3  
Trinidad and Tobago

OBJECTIVE: To use the skills and knowledge I have required for the development of myself and your organisation to ensure that every task is executed with efficiency, creativity and diligence.

QUALITIES: Loyalty  
Patience  
Courteous  
Flexibility  
Tactfulness  
Honesty

EDUCATION: Manzanilla Secondary School 2007- 2012

Social Studies	3
Integrated Science	3
Principles of Business	3
Physical Education	2
English A	1

: Administrative Career Institute 2013

Office Administrative	GRADE A
Data Entry	GRADE A
Accounts payable/receivable/payroll	GRADE A

: University of West Indies

Modern Languages and Linguistics  
(Currently enrolled)

WORK EXPERIENCE: Disko Mart Arouca 2012-2014

Cashier  
Lane Attendant  
Perishable Attendant  
Balance Room  
IT room  
Data Entry Clerk/ Proof-reader

Massy Real Estate 2014-2018

Data entry clerk

Trinidad and Tobago Tissue Limited 2018

General Helper

Coconut Cove beach resort 2018-2019

Receptionist

PRD Security 2019-2020

Security officer  
Supervisor

HOBBIES:      Reading  
                    Exploring Computer  
Learning languages  
                    Typing  
Meeting new people

SKILLS:        Computer Literate

REFERENCE:    Sheldon Samlal  
                    Self employed  
                    499-1480

                    Chandra Malkoo  
                    Self Employed  
                    368-0407