**Natisha Lashley**

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**EDUCATION**

**School of Accounting and Management (Module Passed) St. Augustine**

**International Advanced Diploma in Computer Studies Awarded by (NCC Education London Based RQF Level 5) Graduated 2010**

* Business Communication
* Business Organization
* System Development
* Computer Technology
* Fundamentals of Hardware and Software
* E-Commerce
* Web Design
* System Analysis and Design
* Enterprise Networking
* Database Design and Development
* Programming Methods
* Business Management project
* Information security
* Internet Systems Administration
* Practical Projects

**The University of the West Indies (U.W.I) Open Campus St. Augustine**

**Social Work Certificate (with Fifty (50) hours Apprenticeship Placement in the Agency) Course Structure/Modules Passed Graduated 2009**

* Language Skills and Communication
* Introduction to Sociology
* Principles and Practice of Social work I, II and III
* Introduction to Political Economy
* Human Growth and Development
* Social Psychology and Social Issues
* Methods of Social Research
* Standard First Aid (St John international Ambulance and Brigade Association of Trinidad and Tobago)
* CPR/AED – Adult, Child and Infant (St John international Ambulance and Brigade Association of Trinidad and Tobago)
* Swimming for Flight Attendant

**St. Andrew’s College (CXC/CSEC General O’Level) Sangre Grande**

**Subjects Grade**

* English 2
* Social Studies 2
* Office Administration 2
* Principles of Business 2
* Spanish 2
* Mathematics 3

**EMPLOYMENT HISTORY**

**Treasure Box Limited period November 2016-January 2018 Port of Spain**

**Manager**

**DUTIES AND ACCOMPLISHMENTS**

* Update all Financial records
* Cash
* Handle customer care
* Sell and persuade customer to buy

**Ministry of National Security Period 2013-2016 Port of Spain**

**Trinidad and Tobago Police Service (TTPS)**

**Stores Attendant**

**DUTIES AND ACCOMPLISHMENTS**

* Receives, unpacks and checks incoming materials from suppliers; ensures that supplies/goods are delivered as per specifications; and completes related paper work such as signing delivery slips.
* Sorts and places articles in appropriate areas; rotates stock and ensures inventory shelves/areas are kept clean and tidy.
* Checks invoices against orders and supplies/goods and resolves discrepancies with suppliers and/or departments.
* Identifies damaged/spoiled goods and advises appropriate personnel in accordance with established procedures
* Performs physical inventory counts and maintains inventory records.
* Replenishes stock based on established minimum/maximum levels and advises when established re-order points is reached in accordance with established procedures; makes adjustments to stock items in accordance with established guidelines; makes recommendations for changes to inventory items and/or levels.
* Maintains records and provides information regarding stores activities; ensures correct coding on stock items; maintains security measures.
* File invoices; typewrite memorandum, reports, and letters.
* Attend to Trinidad and Tobago Police service by the counter by issuing Police kit to officers i.e. Police uniform.

**Ministry of Works and Infrastructure Period 2011-2013 Curepe**

**Academic position: Administrative Business Assistant/Registry Clerk**

**DUTIES AND ACCOMPLISHMENTS**

* Preparing and balancing pay sheets fortnight
* Deductions from checkers, foreman, laborer, and daily paid workers
* Updating workers record
* Preparing of Kalamazoo records e.g. Passing of all leave
* Collecting time books.
* Processing traveling allowance claim form
* Inventory of files and stocks

**Registry Duties:**

* Filing documents
* Receiving mails and passing it on the relevant authorities
* Receive and classify all incoming correspondence.
* Search for files and dispatch to the relevant authorities.
* Sort mails, Open mails, stamp mails and register mails
* Record pay sheets, job letters, schedules of accounts, bills, memos for various departments, traveling diaries, overtime payments in the outgoing book.
* Record memos and letters from various outside districts, receive and record complain from the outside environment, receive and record files such as project files, receive and record performance appraisal, TSTT bills, statements from different businesses all these is receive and record in the incoming book.
* Writing up of minutes in files which include folio entries, file notes and Brought Up (B.U) instructions

**Ministry of Local Government Period 2004-2010 Sangre Grande**

**Unemployment relief Programmed**

**Academic Positions: Business Administrative Assistant/Secretary**

**DUTIES AND ACCOMPLISHMENTS**

* Handles calls and promptly forwards them to appropriate employees.
* Establish, maintain, and update files, databases, records, and other documents; develop and maintain data, and perform routine analyses and calculations in the processing of data for recurring internal reports.
* Sort, review, screen and distribute incoming and outgoing mail; prepare, compose and ensure timely responses to a variety of routine written inquiries.
* Responsible for scheduling meetings for all employees; escorts visitors to staff members' offices, along with provides hospitality service arrangements as requested by staff.
* Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.
* Established and maintains electronic records management system for all incoming and outgoing correspondence.
* Organize, sort and assign mail distribution for all the employees.
* Picks up, assembles and sorts information to be typed.
* Types forms, letters, reports, memorandums and file cards from drafts or rough copy.
* Completes forms and makes file cards, taking information from other sources.
* Proofreads, verifies and checks the work for completeness and accuracy, and resolves errors and omissions.
* Makes copies, Fax, collates and routes the completed documents as directed.
* Gathers, sorts, alphabetizes, or numbers information.
* Lists data on indexes and cross-reference systems and enters information and documents into established filing and data systems.
* Assembles, sorts and tallies information for reports.
* Enters information into the computer via computer terminals
* Ability to perform Microsoft Office Suite such as MS Word, MS Excel, MS PowerPoint and MS Projects

**INTEREST**

* Communicating with people at all level
* Reading
* Teaching Children to Read and Write
* Music
* Fashion Modeling
* Dancing
* Swimming
* Helping at Charity events for underprivileged people

**REFERENCES**

Ms Thelca de la Rosa

Ex. Personnel Development Officer

Ministry of Local Government -U.R. P Department

Mobile Number +18687953224

Carlene Williams

Clerk 1

Ministry of Works and Transport

Mobile Number +18684946017

Avril Camacho

StoreKeeper

Service Commissions Department

Government Office in Port of Spain, Trinidad and Tobago

Mobile Number +18687824204