

SHARDA NARINE

#58 KNAGG STREET, FREDERICK SETTLEMENT, CARONI

DATE OF BIRTH: 23rd AUGUST,1987

EMAIL: sharda.narine360@gmail.com

PHONE: 1(868)715-5744

PROFESSIONAL SUMMARY:

Passionate individual focusing on further advancing my analytical and problem-solving skills and also, to gain experience in your reputable and dynamic firm. Hard-working, ambitious and results oriented in all endeavors and exhibits high attention to detail which will prove to be an asset in your firm.

WORKING EXPERIENCE:

- D & M Vegetables Limited – Secretary (2017 – to present)
- V & S Pharmaceutical Limited – Assistant Accountant (2007- 2017)

EDUCATION:

- Cunupia High School (2000- 2005)

Subjects	Grade
Principles of Business	1
Mathematics	2
Principles of Accounts	2
English	2
Information Technology	2
Social Studies	2
Spanish	5

- Chaguanas Senior Comprehensive (2005- 2006)
Certificate in Computer Literacy

KNOWLWDGE AND SKILLS

- Proficient in Microsoft Office
- Multi-tasking
- Planning and Organizing
- Communication Skills

KEY ATTRIBUTES

- Team player
- Ability to work under pressure
- Continuous learner

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REFERENCES

Mr Reshard. S. Chandoo
Senior Chemical Engineer at Nutrien
1(868)786-0272

Mr Roland Singh
Head Supervisory at V & S Pharmaceutical Ltd
1(868)359-0522