

Candice Matooram

18687883072

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

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|--------------------------|---------|
| • Social Studies | GRADE 3 |
| • Spanish | GRADE 1 |
| • Integrated Science | GRADE 2 |
| • Principles Of Business | GRADE 1 |
| • French | GRADE 1 |
| • Physical Education | GRADE 1 |
| • English Language | GRADE 2 |
| • English Literature | GRADE 1 |
| • Mathematics | GRADE 3 |

Administrative Career Institute 2013

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| • Office Administrative | GRADE A |
| • Data Entry | GRADE A |
| • Accounts in Payroll and Taxation | GRADE A |
| • Accounts Receivable/ Payable | GRADE A |

University of the West Indies 2012-2015

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|--------------|-------------------|
| • Literature | BACHELOR'S DEGREE |
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: University of West Indies 2016-2019

- Translation in Modern Languages MASTER'S DEGREE

: Trinidad and Tobago Phlebotomy Services 2021-2022

- Phlebotomy

WORK EXPERIENCE:

: Disko Mart Arouca 2012-2014

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

: Massy Real Estate 2014-2018

- Data entry clerk
- Translator

: Trinidad and Tobago Tissue Limited 2018

- General Helper

: Coconut Cove beach resort 2018-2019

- Receptionist

: PRD Security 2019-2020

- Security officer
- Supervisor

: Freelancer 2018

- Translator
- Transcriptionist
- Data Entry Specialist

Translation I do

- All Document Translation
- Game Translation
- Book Translation
- Auditing Translation

Languages I Translate

- French

- German
- Russian
- Hungarian
- Slovak
- Swedish
- Turkish
- Portuguese
- Italian
- Bulgarian
- Slovenian
- Spanish
- Polish
- Lithiation
- Chinese
- Dutch

HOBBIES:

- Reading
- Exploring Computer
- Learning languages
- Typing
- Meeting new people

SKILLS:

- Computer Literate
- Creativity
- Problem Solving
- Teamwork Player
- Communication

REFERENCE:

- Sheldon Samlal
Self employed
499-1488
- Chandra Malkoo
Self Employed
368-0407
- Indee Doobal
Supervisor Massy Relators
343-4363