**Dawree, Mohono-Naiko**

Montréal, QC., H4L 2L8

Cell: (514) 922-6688

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**Profile:**

I am looking for an **unpaid internship** position as an **office assistant**, or **documentation clerk** with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for **4 weeks** at your convenience

**Skills:**

* English, French, Creole, Hindi
* Positive, optimistic, cheerful, reliable
* MS-Word, Excel, PowerPoint

**Education:**

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| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2016 - 2019 |
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|  |  |
| Higher School Certificate -Jean Marie Frank Richard State secondary school- La Tour Koenig, Mauritius | 2005 - 2011 |

**Work experience:**

**Receptionist (part – time)**

**Comfort Suites – Downtown Montréal** 2017 - Now

* Customer Service – Check Ins / Check Outs
* Handle complaints
* Administrative tasks
* Supervise Housekeepers

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| **Accounts and Administrative Clerk****Fibre Marine LTD - Mauritius*** Stock control
* Provide report to the manager every week
* Bank Reconciliation and Costing
* Sales
 | 2014 - 2016 |
|  |  |
| **Word data processor****Discount Hyper Stores LTD.*** Bookkeeping
* Record of daily transactions
* Provide reports to supervisor
* Supervise stores activities during peak seasons
 | 2013- 2014 |

**References:**

* Reshma Prayag : Assistant Manager at Comfort Suites. Phone: 514 621 7636
* Vanessa Goinden : Secretary at Fibre Marine LTD. Phone: +230 5422 1032