

Anjali Levons

The Settlement
Anegada, VG1140
British Virgin Islands
elicialevons18@gmail.com
(284)-499-1036

Education

Monroe College

Bachelor's Degree in Business Management
Minor : Accounting

Jan 2023 - present

Claudia Creque Educational Centre

High School Diploma
Ranking: Salutatorian

June 2022

Successful Completion of Exit Proficiency Examinations (EPE)

- English
- Mathematics

Certificates obtained:

Caribbean Examination Council (CXC) CSEC Subjects Completed:

- English
- Electronic Document Preparation
- Information Technology
- Mathematics
- Principles of Business
- Social Studies

June 2021-2022

Professional Experience:

SNR Variety Store (Part-Time)

May 2023- Present

Cashier - Duties and Responsibilities include but are not limited to:

- Greeting and assisting customers that come to the store.
- Cleaning and ensuring that the environment is clean, safe and presentable for customers to access daily.
- Operating the cash register and keeping records for the store manager as required.
- Stocking items on the shelves and keeping a record of the inventory.
- Providing product knowledge and information as needed and making recommendations to customers.

Fly High Variety Store

November 2022- March 2023

Store Clerk-Responsibilities included:

- Customer Service and Sales
- General store upkeep and maintenance
- Reconciliation of funds and packaging of online orders

Big Bamboo Restaurant and Bar

January 2021- January 2023

General Worker – Work Summary:

- Cashier and Inventory Clerk in Ice Cream Parlour

- Customer Service representative and waitress in the restaurant

Part Time Babysitter

May 2022- January 2023

Duties included but were not limited to:

- Supervising and caring for children of various ages; encouraging healthy habits, meal preparation
- Assisting with homework and other assignments; resolving conflicts

Kishma's Kreations

January 2019- January 2020

Store Clerk – Duties included but were not limited to:

- Overall management and maintenance of the store and its daily operations
- Record-keeping, customer service and sales

Skills and Qualifications:

- Proficient in Microsoft Office Suite
- Excellent Organizational and Time Management Skills
- Great Communication and Customer Service Skills
- Typing
- Competent in Proofreading, Editing and Writing
- Retail Sales Experience and Record-keeping

Hobbies: Singing, Dancing, Swimming, Reading, Cooking, Dancing