**PERSONAL INFORMATION** **Mariama Ndow**

Address Sukuta Nema

Mobile (+220) 2490175 / 3964057

Nationality Gambian | Sex Female

Marital Status Married

**WORK EXPERIENCE:**

March 2015-April 2016 **Yona Foreign Exchange Bureau**

Position Cashier

Address Head Office, Banbo, Serekunda (The Gambia)

**Duties and Responsibilities**

* Keep proper records of all daily transactions
* Balance the cash given before closing work daily
* Buying and selling of Foreign Currencies particularly British Pound Stalling, Dollar and Euro.
* Sending and receiving money from the various customers, nationally and internationally
* Prepare receipts for every transaction

January—March, 2015 **Premier Games**

Address Lower Niumi, Barra Baranch (The Gambia)

Position Cashier

**Duties/Skills Gained**

* Provide updates on daily games across the globe
* Keep proper records of daily cash received from customers

**March-May, 2013 Gambia Bureau of Statistics (GBoS)**

Address Kanifing Institutional Layout (The Gambia)

Position Enumerator (2013 Population and Housing Census)

**Duties/Skills Gained:**

* Collect Data on population, health and demographic variables on individuals, families, animals, buildings constructed among others
* Hand over all questionnaires completed to my supervisor for his review and approval for delivery.

**EDUCATION:**

**Jan. – Dec. 2016 Management Development Institute**

AddressKanifing, KMC, The Gambia

QualificationCertificate in Accounting Technician (CAT)

**Sept. 2009-May 2012 Berending Senior Secondary School**

Address Lower Niumi, Berending,(The Gambia)

Qualification West African Senior School Certificate Examination (WASSCE)

**Subjects Covered**

English Language, General Science, Mathematics, Economics, Agricultural Science, Geography, Islamic Studies and Commerce

**Sept.06-June 09 Idag Upper Basic School**

Address Lower Niumi, Essau,(The Gambia)

Qualification Gambia Basic Education Certificate Examination (GABECE**)**

**Sept. 03-June 06 Essau Lower Basic Schools**

Address Lower Niumi, Essau,(The Gambia)

Qualification Primary School Leaving Certificate

**PERSONAL SKILLS:**

Language Proficiency:Mother Tongue

Local Mandinka and Wollof

International English

Modeling

* 1st Runner-Up, National Youth Conference Beauty Pageant (2011)
* Judge at National Youth Conference Beauty Pageant (20143)
* Finalist, 22nd July Beauty Pageant (2010)

Communication Skills

* Excellent communication skills gained as a representative of North Bank Region to the various Beauty Pageant competitions at both Regional and National level including 2011 NAYOF and 22nd July, 2010 beauty pageant working with different people from diverse works of life.
* Developed good communication skills through my experience as Assistant Head Girl in my high school at Berending Senior Secondary School.

Computer Skills

* Basic command of Microsoft Office Packages (such as: Word Processor, Spread Sheet, Power Point and Access) during my computer training at State Guard Computer Training center

**ADDITIONAL INFORMATION:**

Personality TraitHardworking, Respectful, Group work, Competent and Honest

Hobbies Reading, Travelling and Chatting

References

* Mr Sherifou Touray, CEO (Yona Forex Bureau, Bambo, Serekunda), Mobile: (+220) 3997183
* Mr. Saikou Samusa, Principal (Berending Senior Secondary School), Mobile: (+220) 7349979
* Mrs Fatou Barry, Lecturer (Management Development Institute, MDI), Mobile:

I hereby vouched that, the information given in this curriculum vitae (C.V) is true to the best of my knowledge. I authorize anyone who wishes to investigate the authenticity of my C.V to do so

Date: 1st June, 2017

Signature: ………………………………