

KETSIA THIBAUD

Administrative Assistant

+230 58057337

ketsiathibaud@gmail.com

322 Menagerie Cassis

EDUCATION

Diploma in digital marketing polytechnics

Foundation Course

Open University

2022-2023

High School Certificate

Bhujoharry College

2019

EXPERTISE

Computer Literate

Excel Proficiency

Multi-tasking

CUSTOMER SERVICE

LANGUAGE

English French

Creole

Spanish

Experience

2024-2025

Hardy Henry Services

Service planner

- Prepare weekly and yearly plans for technicians
- prepare weekly costings, filing and data entry
- Deal with internal and external customers and handle complaints

Feb-June 2024

Freelance Distributors

Back Office

- Data entry and processing
- Train new employees
- Key administrative duties
- Send emails and call suppliers
- Plan delivery routes and timetable
- Attend customers and visitors when replacing receptionist

2023-2024

Quincaillerie Populaire

Administrative Assistant

- Send Emails and Contact Suppliers
- Market Research
- Handle complaints
- Cashier and finance duties
- Train new employees
- Contact non-paying clients
- All administrative duties
- Go pay companies bills

2020-2022

Early Years PPS

Nursery Teacher

- Prepare yearly curriculum
- Prepare Class decorations and events
- Prepare parent-teachers meeting
- meet students and parents needs
- contact parents via mail and phone
- Deal with special needs children

Other

Qualifications

Early childhood Certificate

Bethleem Ecole de puericulture

First Aid

Professional First Aiders

English Certificatee

British Council