

COVER LETTER

CONTACT NUMBER: 1868797-9130

EMAIL ADDRESS: avinash_deosingh@hotmail.com

#17 Nelson Road,

Freeport.

Trinidad, West Indies

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

My name is Avinash Deosingh and I am twenty seven years of age. With great enthusiasm, I am applying for the Available Open position at your company/institution. I am confident that my knowledge and motivation can make me a suitable candidate for this job. My resume is enclosed herewith which will provide you with further details regarding my skills and abilities.

Thank you for your time and consideration.

Yours Respectively,

Avinash Deosingh

RESUME

PROFESSIONAL ATTRIBUTES

- I am an extremely Fast Learner to begin with able to adapt quickly.
- I hate failure and disappointments. I strive to excel whatever target may be presented.
- I am Hard Working and able to work flexible hours.
- I attain to all Policy's and have a knack for providing ways to improve the job.

PERSONAL ATTRIBUTES

- Diligent and Hard Working
- Fast Learner
- Flexible
- Innovative

QUALIFICATIONS

UPPER LEVEL EDUCATIONAL INSTITUTE

WATERLOO HIGH SCHOOL 2005 - 2006

CXC O LEVELS

English Language One (1)

Principles of Business One (1)

Information Technology Two (2)

Mathematics Two (2)

Biology Three (3)

Food and Nutrition Three (3)

Human and Social Biology (C)

DIPLOMA IN COMPUTERS AND INFORMATION SYSTEMS (NCC)**SCHOOL OF ACCOUNTING MANAGEMENT 2007****WORK EXPERIENCE****Administrative Officer**

Francis Engineering Works

Employment Date: November 2015

I have been with Francis Engineering Works for 3 months as the administrative officer where I was in charge of the office and all the office procedures and balancing the cash drawer at the end of the day. Recording all information and jobs.

Special Activities Adjustor

Scotia bank Trinidad and Tobago

Employment Date: August 2009

- Arriving for work on time never late.
- Analysing and Solving Customer related problems
- Attend to customers that may visit the unit.
- Providing Customer Relief
- Calling potential Bidders that are interested in the Repossessed Units
- Updating and providing detail spread sheet documenting any transactions.

Lab Technician

Nestle

Employment date: 2008-2009