

# ANITA JAGROO

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#2 El Carmen Trace , Trinidad, st Helena 868 | C: 7300894 | Ajagroogmail.com

## CAREER FOCUS

To achieve success and performed each working task efficiently with highly of good reputation and excellent professional services

## CORE QUALIFICATIONS

- Telemarketing
- Sales knowlegde of hardware products
- Purchasing
- Filing
- Accounts Payable
- Accounts Receivable
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## EXPERIENCE

01/2008 to Current

### Head of Administration

**Central Plumbing and Hardware Limited** — San juan, Pettit Bourg

Microsoft Word 2007

Microsoft Excel 2007

Telemarketing

Purchasing

Accounts Receivables

Accounts Payable

Microsoft Office Accounting 2009

Peachtree Quantum 2010 Accountants Edition

01/2005 to 02/2006

### Marketing Department

**D'abadie Discount Hardware Limited** — Arima, D'abadie

Quotation and Invoicing

Teletmarketing

Sales Knowlegde in Hardware Products

Invocing Government Purchase Orders

Purchasing ( Additional Duties by Supervisor)

## EDUCATION

1992

C.X.C

**ARCHIBALDS VOCATIONAL INSTITUTE For GIRLS** — Austin Street, St Augustine, Trinidad

MATHEMATICS

ENGLISH

SOCIAL STUDIES

TYPING

PRINCIPLE OF BUSINESS

OFFICE PROCEDURES

HOBBIES

DRAWING  
READING  
MARTIAL ARTS

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# 2 El Camen Trace, TRINIDAD, St Helena 868 | C: 7300894 | ajagroo@gmail.com

November 30, 2016

RE: Experienced Head Of Administration for hire

Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

I have a strong working knowledge of the Hardware industry. At Central Plumbing and Hardware Limited, As Head of Administration, I was responsible for various responsibilities. I'm always happy to roll up my sleeves to get the job done.

I'd be happy to provide greater detail about my skills and experience during an interview. Please call me at your earliest convenience.

Sincerely,

Anita Jagroo,

Thank you, in advance, for your consideration.

Best regards,

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