

The Human Resource Manager,
Pertaining to The Respective Company of Interest.

My name is Fahyad Murtaza Singh. I am writing to apply for any available position which you may require (Driver/ Courier/ Messenger, Customer Service Representative, Loader, Lorry-man, Van Assistant, Warehouse Attendant, Stores Attendant etc.). I decided to apply for this valuable opportunity and grow as a professional. I attended St. Anthony's College, Morne Coco Road, Westmoorings, where I received my Secondary Education. From there I attended Roytec where I did An Introduction to Business software and Information Technology course which had duration of seven months.

I was employed with a small computer company for duration of two years where I was trained to build complete computer systems, maintain, troubleshoot and repair them.

From there I was employed with the Ansa McAL Group of Companies, Diamond Motors (Stores/ Warehouse Department) for two years as a Warehouse attendant where I was trained in receiving, issuing and replenishing various goods to the respective servicing departments.

My last professional job experience of three years was with one of the largest printing firms in the Caribbean. During my first year there, I started of as a pre-press operator. My responsibilities were to inspect, troubleshoot and repair digital files/ artwork before it was certified and given the 'go ahead' for printing. A bindery operator for the second year where my duties included developing the finished product, whether it may be the cutting down of call-cards, invitations, flyers, bookmarks of many types, sizes, specifications etc. using a computerized guillotine, the folding and binding of various books, magazines, flyers using digital folders.

During my final year as a warehouse attendant, my responsibilities included receiving raw printing materials, including many different types of stock, inks, machinery parts, supplying and replenishing purchased materials, goods, and consumables to the many different departments. Also I operated a forklift on a daily basis. Liaising with the Production-Planner and many Production Managers to acquire the final instructions in the dispatching and delivery of the final products which the company manufactures was also one of my major functions.

Since then I have worked on a genre of odd jobs to keep myself occupied and to acquire a steady income to foot my living expenses. I am a holder of a valid driver's license seventeen years now, along with a clean driving record. In some of my previous odd jobs as a Driver, I was exposed to many geographical locations throughout Trinidad and had the opportunity of interacting with customers on an everyday basis. I have also been exposed to the job-role of maintaining several vehicles.

As you will see in the enclosed resume, I have the educational background, professional experience, and track record for which you may be searching. Always very ambitious, hardworking, honest, outgoing, extremely flexible and willing to absorb any training necessary, I strongly and sincerely believe I can be a great asset to your organisation, and can promise that meeting with me will not be a waste of your time. All relevant certificates and documentation will be produced should an interview be scheduled. Please do not hesitate to contact me at 480-6568 at any time.

Yours Sincerely
Fahyad Murtaza Singh

Fahyad Murtaza Singh

Address:

**#17 Carlton Avenue, St. James,
Port of Spain, Trinidad**

Place of Birth: Cascade, St. Ann's, Trinidad and Tobago

Date of Birth: October 14th, 1981

Tel Contact: 480-6568

E-mail: fahyad_singh@hotmail.com

Work Experience:

Computer Technician

Two (2) Years

Inter PC Limited

Duties Included:

Building, troubleshooting , servicing computer systems.

Parts Clerk

Two (2) Years

Diamond Motors

Duties Included:

Receiving, replenishing various stock, service parts and supplying them to respective customers and departments.

Warehouse Attendant

2005-2008, Three (3) Years

Eniath's Printing Company Ltd.

Duties included:

Troubleshooting and repairing digital files/artwork, the cutting down, perforating digital prints such as call cards, invitations, bookmarks, envelopes, folders, flyers using a computerized guillotine and wide-format digital table cutter, binding and folding of books, magazines, flyers using various digital folders. Receiving, replenishing and supplying the different departments with various stock items and production materials. Liaising with the Production Planners, Managers to meet demanding job deadlines. Dispatching company vehicles.

Driver, Loader, Salesman, Messenger

2009-2014, Five (5) Years

Hong Kong Supermarket

Duties included:

The Picking, loading and delivery of goods to various customers to different addresses and through different routes, The collection of payments, liaising with customers, the logging of all re-orders and feedback from clientele, The collection and replacement of damaged/ defective merchandise, informing customers of new items as they are available, The collection and delivery of mail to the post office when necessary, Delivering official mail/ documentation, carrying out banking procedures such as cashing and depositing cheques/ cash and maintaining the Company's vehicle.

Warehouse, Stock Attendant, Merchandiser

2014-May 2017, Two (2) Year Five (5) Months

K&S Services Limited

Duties Included:

Receiving grocery goods while noting short expiration dates, Rotation of the goods, Issuing of returns of damaged/ expired goods, Replenishing of the Grocery's Lanes, Stock Counts, and Proper housekeeping of the Warehouse/ Cold Storage.

Education:

St. Anthony's College, Morne Coco Road, Westmoorings

CXC Level (O Level 1998)

Social Studies - Two

English - Two

Mathematics - Three

Spanish - Three

Biology - Three

Cambridge (GCE Level)

Human and Social Biology - A

Deltasoft

Introduction to Business Software

Microsoft Officesuite

Word, Excel, PowerPoint etc.

Roytec

Introduction to Business and Computer Technology

References:

Waheeda Aslam
Corporate Secretary
Hong Kong Supermarket
1-868-484-6871 (WhatsApp ONLY)
1-437-996-4525

Annand Joseph
Cigarette Vault Supervisor
Ghany Distribution and Marketing
755-4669
301-1755
498-6467

Saiyad Yacoob
Press Operator
Eniath's Printing Company Ltd.
324-3049

Kathy-Ann Ramsamooj
Administrative Manager
K&S Services Limited
Caroni Savannah Road, Charlieville, Chaguanas
671-0599
683-1964

A copy of my Driver's Permit is on the following page:

REPUBLIC OF TRINIDAD AND TOBAGO

DRIVER'S PERMIT

FAHYAD M. SINGH

17 CARLTON AVENUE
ST. JAMES



ISSUE DATE	EXPIRY DATE	TR
30-11-1999	01-11-2017	D
DATE OF BIRTH	SEX	CLASS
14-10-1981	M	3,4
PERMIT NUMBER	DATE OF PAYMENT	
716552	13-04-2017	

Signature Of Holder

Fahyad M Singh

Signature Of Licensing Officer

[Signature]

Reminder Notice

This permit is valid for Five (5) years only from the date of First Issue or Anniversary Date of Renewal.

Restrictions

Holder must wear corrective lenses

Valid to drive automatic transmission only

Other:

NIL

Yes	✓	No
Yes		No ✓

Class

- (1) Motor Cycle
- (2) Wheel Tractors
- (3) Light Motor Vehicles
- (4) Heavy Motor Vehicles
- (5) Extra Heavy Motor Vehicles
- (6) Omnibus
- (7) Other

Transaction Codes

- A - First Issue
- B - Renewal
- C - Duplicate
- D - Endorsement

