

Amir Kemal Harricharan
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Date of Birth: 28/04/1993

Wednesday, June 03, 2015

To whom it may concern:

I am hereby applying for the position of **Pharmacy Assistant** at your institution. Given my excellent capabilities and academic qualifications, I would appreciate your consideration for this job opening.

I appreciate your taking the time to review my academic credential.

Thank you for your kind consideration and I am available to attend an interview at your convenience.

Yours respectfully,

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Amir Kemal Harricharan

Objectives

I am a self-motivated person pursuing my professional goals with the aim of becoming the best in my field.

Education

Hillview College, 2005-2012

CXC O'LEVELS

Social Studies - Grade 2 (2010)
Principles of Business- Grade 2 (2013)
Principles of Accounts- Grade 1 (2013)
Mathematics - Grade 1(2010)
English A - Grade 2 (2010)
Biology - Grade 1(2010)
Chemistry - Grade 1 (2010)
Information Technology - Grade 1(2010)
Physics - Grade 1(2010)
Spanish - Grade 1(2010)
Geography - Grade 2(2010)

G.C.E (AS Level)

Additional Mathematics – Grade d (2010)

2011 JUNE CAPE A'LEVELS

Communication Studies Unit 1 - Grade 1
Biology Unit 1 - Grade 1
Chemistry Unit 1 - Grade 1
Pure Mathematics Unit 1 - Grade 1

2012 JUNE CAPE A'LEVELS

Caribbean Studies Unit 2 - Grade 2
Biology Unit 2 - Grade 1
Chemistry Unit 2 - Grade 1
Pure Mathematics Unit 2 - Grade 2

2013 JUNE CAPE A LEVELS

Environmental Science Unit 1- Grade 2

Environmental Science Unit 2- Grade 3
Accounting Unit 1- Grade 1
Accounting Unit 2 –Grade 4

Social Work Experience

Youth Volunteer Service

Eric Williams Science Medical Complex, Mt.Hope
November 2011 – April 2012

- To brighten up the lives of the less fortunate children in the pediatric ward, by assisting the children, acquiring hope and guidance throughout their ordeal, by sharing stories , games, etc. (Total of 40 hrs completed)
- For info Contact Mr. Bennet : **758-1782**

Achievements

Ministry of Science, Technology and Tertiary Education

8 days Life Skills Program:

Learnt about the attitudes, ethics & values carried about in a workplace.

Obtained 79 % in my Life Skills portfolio.

Work Experience

North Central Regional Health Authority,

Eric Williams Medical Science Complex,

Mt. Hope

Position: Clerical Assistant (October 10th 2012 - August 2013)

Duties performed includes:

- **Organization of the files in the filing cabinets,**
 - **Creation of letters for the FOI requests from customers to obtain medical records**
 - **Dispatching the letters,**
 - **Locating of Board papers in drawers.**
 - **Providing customer services**
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- **Summer Vacation Intern: OJT Clerical Assistant, NCRHA**
 - **(June 2014- August 2014)**
 - **Performing of all clerical related duties**

Skills

- **I am highly skilled in the use of computers, and the internet including Microsoft Office, internet searches.**