

The Human Resource Manager

Dear Sir / Madam,

I hereby wish to apply for any vacant position within your organization which best suits my qualifications and experience.

I am a dynamic, honest and hardworking individual who believes that my multiple talents, experience and qualifications will be an asset to any organization.

If given the opportunity to perform, I will most definitely dedicate myself fully to the mutual benefits of your organization and the personal development of my career.

Attached is a copy of my Resume, which I invite you to consider with regards to my ability, work experience and qualifications. I am willing to undergo any training that you may find necessary to better prepare me for employment with your organization.

I am most willing to come in for an interview at a time convenient to you.

Thanking you in advance and awaiting your positive response.

Yours respectfully,

Safiya Manrique

## **SAFIYA MARY MANRIQUE**

6 Poinsettia Lane Pleasantville, San Fernando, Trinidad

m.mary192@yahoo.com

16th October, 1992

1(868) 284-1634

### **EDUCATION;**

2007 - 2009	Pleasantville Secondary School
2005 - 2007	Pleasantville Junior Comprehensive School
2002 – 2005	Anstey Memorial Girls Anglican School
1998 – 2002	San Fernando Girls Government School

### **Grades**

English Language	2	-
EDPM	2	
Information Technology	3	
Office Administration	3	
Principal of Business	3	

### **National Energy Skills Center (NESC)**

Computer Literacy

Microsoft Word	Microsoft Excel
Power Point	Microsoft Access

### **EXPERIENCE:**

#### **Ramco Industries Limited**

Data Entry Clerk/ Liasing With Clients

May 1<sup>st</sup> - August 1<sup>st</sup>

#### **Digicel Group**

Data Entry Clerk

November 15<sup>th</sup>- December 6<sup>th</sup> 2016

**Island Finance Trinidad and Tobago**

Branch Sales Representative/ Loans Officer/ Typing/ Filing/ Cheque Logging

TEL: (868)653-9355

July 2015- November 2016

**Trinidad Systems Limited (DOCUCENTRE)**

Production Assistant, Typing, Counter Sales Representative, Cashier, Filing/Recording, Data Entry Clerk/  
Copy Machine Operator/ Binding

TEL: 679-7838/679-7836

November 2012- July 2015

**Rudranath Capildeo Learning Resource Center**

Clerical Assistant

March 2011- September 2011

April 2012 – July 2012

**Pleasantville Pharmacy Ltd**

Sales Clerk

February 2010 – December 2010

**Catwalk**

Sales Clerk

September 2009 – December 2009

**HOBBIES:**

Outdoor Activities, Modelling, Singing, Nail Decorating, Playing Board games, Cooking and Baking.

**REFERENCES:****Mr. Richard John**

Pharmacist

Pleasantville Village Plaza

199 Collector Road, Pleasantville

1(868) 681-1302

**Mrs. Denise De Las**

General Manager (RETIRED)

The DocuCentre Point Lisas

Atlantic Plaza, Point Lisas

1(868) 687-6738

**Ms. Kathy Ann Nicolas**

Loans Officer

Island Finance Limited

Cicero Street, San Fernando

1(868) 397-9604