

Tracy Janeel Ramsumairsingh

Ms. Tracy Janeel Ramsumairsingh

Sp 4 San Pablo Trace,

Valencia.

Ph. 718-8483

Email: janeel_business@yahoo.com

The Human Resources Department,

Dear Madam,

I am applying for a position in commensuration with my qualifications and experience. The ingenuity and fervor I would bring to such a position would be of prodigious interest and benefit to our venerated establishment.

My creativity, superb inter-personal skills, assiduous nature and proficiency of execution of a given task, emphasize my suitability for the position I am requesting you entrust me.

I have enclosed a copy of my resume for your critic; it is my fervent belief that no letter can articulate an individual's talent. I am confident that an interview would be of relevance to both me and your organization at your convenience evidently.

Yours Respectfully,

Tjrsingh

Ms. Tracy J. Ramsumairsingh

Tracy Janeel Ramsumairsingh

Biographical Data:

DoB: 14th June, 1984
Phone: 868-718-8483
: 868-376-7712
E-mail: janeel_business@yahoo.com
Address: San Pablo Trace,
Valencia.
Trinidad W.I.

Objective:

I wish to be given the opportunity to flourish at your venerated establishment with the prospect of advancement.

Education:

Currently
School of Business and Computer Science
Foundation in Accountancy
FA1
MA1
FA2
MA2

Currently

Alison

Business Communication - Fundamentals of Business Writing (90%)
Introduction to Spanish (80%)
Introduction to Time Management (92%)
Introduction to Marketing (80%)
Diploma in Customer Service (84%)
Diploma in Nursing and Patient Care (83%)
Back Care and Manual Handling (Theory) (100%)
Introduction to Conversational English (91%)
Introducing the Art of Negotiation (86%)
How to Plan Your Career Path (100%)
Fundamentals of Business Law (87%)
Leadership Skills in Business (90%)
Customer Service Training (90%)
Adobe Photoshop (100%)
Fundamentals of Human Resources (95%)
Fundamentals of Biology (85%)
Back Safety (93%)
Introduction to Strategic Management (84%)
Introduction to Service Management (80%)
Introduction to Change Management (80%)
Modern Human Resource Management - Recruitment and Selection Process (83%)
Applied Psychology - Matching Marketing Strategies to Consumer Personalities (88%)
Applied Psychology - Introduction to Consumer Behavior (95%)
Introduction to Immunology (80%)

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Employer - Employee Law (90%)
Introducing the Art of Negotiation (86%)
Leadership Skills in Business (90%)
Advanced Biology 1 (100%)
Fundamentals of Accounting (94%)
Marketing Success for your Business (90%)

2017

First Aid For Free
Basic First Aid (Pass)
Advanced First Aid (Pass)
Pediatric First Aid (Pass)
Defibrillation Training (Pass)

2011

SITAL College
L.C.C.I. Diploma in Advertising, Marketing and Public Relations
Advertising (ungraded)
Marketing (Pass)
Public Relations (Pass)

2009

Harvest Time Vocational Center
Principles of Business (CXC) (3)

2002

Arima Senior Comprehensive
Mathematics (CXC) (3)
English (CXC) (1)
Human & Social Biology (CXC) (C)
Dressmaking & Design (CXC) (B)
English Literature (CXC) (4)

Work Experience

Currently
Optometrists Today
Marketing Assistant
#1B Optics House, Frederick Street,
Port of Spain
623-2329

09– September-2015—14-January-2016

Unit One Security Limited
Marketing Manager
#25 Corner 7th Street & 8th Avenue
Barataria
222-3438

Tracy Janeel Ramsumairsingh

01-December-2009— 11-September-2015
School of Business & Computer Science Ltd
Accounting Associate 1 (Receivables)
53-54 Sagan Drive,
Champs Fleurs
663-7227

17-June-2013—17-May-2014
Digicel
Ansa Building, Maraval Road,
Port of Spain
399-9999

Trinidad Broadcasting Company
15-July-2008 - 30-April-2009
Announcer/Operator
St. Vincent Street
Port of Spain.
623-9797

Volunteer Work

I worked as a tutor for a summer camp for a number of years until I started working full time.

References

Reverend Cheryl Sylvester
26-27 Charlotte Street,
Port of Spain
271-8097

Kurt Williams
Trinidad Broadcasting
St Vincent Street,
Port of Spain
623-9801

Kevin Ruiz
School of Business and Computer Science
#53-54 Sagan Drive,
Champs Fluers
663-7227

Hobbies

I enjoy Reading, new challenges, writing, swimming, singing, trying new exotic foods and meeting new people.

Computer Skills

2001
Computer Literacy