

# **Kaveear Bharath**

#32 Centenary Extension Balgobin Street, Tunapuna

Email: [Kaveearbharath1997@gmail.com](mailto:Kaveearbharath1997@gmail.com)

Contact: (868) 343-3772



**The Human Resources Department**

Dear Sir / Madam,

## **Re: Employment Opportunity**

I am the bearer of this application, Mr. Kaveear Bharath. I would like to respectfully apply for any available position within your organization commensurate with my qualifications and experience.

My capability to function in the capacity of **General Services** has been gained through the experience of my employment tenure. I have been functioning in the Administrative/Clerical field within the Administration/Logistics departments for over the period of three (3) years. The exposure and experience gained have made me resourceful to professionally perform Customer Service / Administrative duties.

I am a respectful, self-confident, extremely hard working, people oriented and self-motivated individual who is able to interact well with all levels of Staff and by extension, Management. I have the ability to adapt easily to new situations and function expeditiously with little or no supervision. Within me, you will discover a determined, detailed-oriented associate, who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

I can be contacted at the above address or phone contact as I look forward to meeting with you, at your convenience, to discuss suitability for a position within your organization. Please find attached my Resume for your review.

Your kind consideration will be greatly appreciated.

Yours Truly,

**Kaveear Bharath (Mr.)**

# Kaveear Bharath

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## *Professional Objective*

*To put my best foot forward therefore enhancing my knowledge and intern upholding the standard set by your establishment.*

## *Presently Pursuing:*

- *Supervisory Management - SBCS (September - November 2016)*
- *Business Management (Diploma) - Sital*
- *Mathematics CSEC - Zenith Institute*

## *Achievements / Certificates:*

### *Trinizuela Technical Vocational College*

#### *The City & Guild of London Institute Certificate*

- *Principal of Accounts ( Bookkeeping & Accounts)  
(First Class Certificate Awarded)*
- *Typing Writing (First Class Certificate Awarded)*
- *Information Technology (Certificate Awarded)*
- *English of Business Communication (Certificate Awarded)*

### *Aranguez North Secondary School - C.X.C General Proficiency*

- *English A                      Grade 3*
- *Home Management      Grade 3*
- *Clothing & Textile        Grade 3*
- *Fabric Design CVQ        Certificate Awarded*

### *Civilian Conservation Corps (CCC) Programme*

- *03<sup>rd</sup> October, 2013 to 07<sup>th</sup> March 2014 (Certificate Awarded)*

### *Tunapuna Hindu Primary School - 2002- 2008*

*Tunapuna Hindu Early Childhood Care & Education Centre - 1999-2001*



*ACT Mathematics Exam - Certificate Pending*  
*Introduction to Job Search Skills - Certificate Pending*

*Office Administration (MiLAT Academy)*  
*(Certificate Awarded)*

- *MiLAT Overview*
- *Team Building*
- *Service Writing*
- *Editing Document*
- *Communication in a Multicultural Office*
- *Microsoft Excel*
- *Microsoft Access*
- *Conflict Resolution*
- *Department*
- *Filing*
- *Cardexing*
- *Memorandum Writing*
- *Telephone Etiquette*

### *Professional Experience*

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#### *Presently*

*Functioned in the under -mentioned Departments Accordingly: -*

*Ministry of National Security*  
*Military-Led Academic Training Programme (MiLAT), Mausica*

*SECRETARIAT DEPARTMENT* - 13<sup>th</sup> March, 2015 to Present  
*Administrative Clerk*

- *Secretarial to the Administrative Officer (Presently)*
- *Ensuring meetings are effectively organized and minuted.*
- *Maintaining effective records and Administration.*
- *Scanning, Faxing, Emailing and Photocopying as the need arises.*
- *Dispatching internal and external documents.*

*LOGISTICS DEPARTMENT* - 22<sup>th</sup> April, 2014 - 13<sup>th</sup> March, 2015  
*Clerical Clerk*

- *Performs administrative tasks to support the logistics storekeeper.*
- *Responsible for performing routine clerical duties such as maintaining letters, memorandum, invoices, and other indexed records arranged in a file according to an established system.*
- *Dispatching internal and external documents.*
- *Inventory management.*
- *Receiving and issuing materials.*

*Personal Skills:*

- *Ability to work in groups and independently.*
- *Capable of learning new things/skills quickly.*
- *Ability to Multitask.*
- *Well organized and articulate.*
- *Extremely reliable and loyal.*
- *Hard working and people friendly.*
- *Excellent Interpersonal Skills.*
- *Computer Literate (Microsoft Office)*

*References*

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- *WO 1 Kenwrick Elie  
Warrant Officer Class 1  
Trinidad and Tobago Defence Force  
Trinidad and Tobago Reserves (Army)  
Tucker Valley, Macqueripe  
PORT OF SPAIN  
Cell: (1868) 740-0612*
- *Steve Hernandez  
Public Relations Manager  
Ministry of National Security  
MiLAT Military Academy  
Old Teachers Training College  
Mausica  
D'ABADIE  
Work: 646-4528  
Cell: (1868) 499-3885*

*Recommendations*

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- *Attachment (2)*
  1. *WO 1 Kenwrick Elie*
  2. *Mr. Steve Hernandez*





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AND RESPONSE IN TV

Military-Led Academic Training

Headquarters  
Military Academy  
Specialised Youth Service Programmes  
Old Teachers Training College  
Mausica Road,  
D'ABADIE  
Tel 646 4528

Ref: MILAT 10/10/3

8/8<sup>th</sup> March, 2016

To Whom It May Concern

Sir / Ma'am

RE: LETTER OF RECOMMENDATION: MR. KAVEEAR BHARATH

1. Mr. Kaveear Bharath is an Assistant Team Commander (A.T.C) at the Military-led Academic Training (MiLAT) Academy attached to the Secretariat Department. I have known Mr. Kaveear Bharath for the past two (2) years he functioned as an Administrative Clerk to the Administrative Officer (MiLAT).
2. Mr. Kaveear Bharath is a very well disciplined individual whose diligence and dedication are only paralleled by his honesty, good general deportment and pleasant disposition. He always displayed a high level of responsibility and maturity; such qualities that would make him an asset to any organization. He is knowledgeable and competent in administrative and clerical support matters.
3. His strongest attributes continue to be his strength of character, determination and passion for life. Innately, Mr. Kaveear Bharath is a problem solver and has a zeal for paying attention to the smallest of details. These are some of the very positive character traits that have contributed to his successful tenure thus far in the MiLAT Academy.
4. I unreservedly write this recommend Mr. Kaveear Bharath because I am very grateful for his contributions to our organization and very confident that he has the intelligence, work ethic and communications skills to add value wherever he works. Please feel free to contact me if there are any questions about this outstanding young man, I can be contacted at 740-0612.

Kindest Regards,

KENWRICK ELIE

Warrant Officer, Class 1  
Trinidad & Tobago Reserves



Military-Led Academic Training

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Tel 646 4528

Ref: MiLAT 10/10/3

16<sup>th</sup> March, 2016

**To Whom It May Concern**

Sir / Ma'am

**RE: LETTER OF RECOMMENDATION: MR. KAVEEAR BHARATH**

This is to certify that I known Mr. Kaveear Bharath for the past two (2) years. During this period he has proven himself to be a quite respectable young man.

Kaveear's humility is the hall-mark of his character, his friendly disposition, quiet and honest nature makes him a favorite person in the community. He responds to good counsel positively and is always willing to lend assistance when asked.

I am confident that he should be selected on your team, he will prove himself to become an indispensable asset to your organization.

I therefore have no reservation, in recommending Mr. Kaveear Bharath.

  
**STEVE HERNANDEZ**  
Public Relations Manager