

2018

To Whom It May Concern

Dear Sir/Madam,

Please find enclosed my Curriculum Vitae for your perusal and consideration for an available position at your company. I feel certain that with my skills and training I can make a valuable contribution to your organization.

I have been attached to the Human Resource Department of The Business Supply Group Limited. I have been responsible for coordinating its administrative and human resource activities; supporting the Executive Management Team; supervising the staff; maintaining the Unit's records; and reporting on its activities. My involvement in these activities has required me to initiate and maintain relationships with a number of both internal and external organizations and individuals.

My tenures at this and other organizations have afforded me the opportunity to acquire and exercise a number of diverse skills – project management, accounting and reporting, marketing and promotion, networking and personnel management. At BSGI I have competently maintained and retained a portfolio of clients. Much of my success in the positions I have held can be attributed to my dedication to customer satisfaction, my strong work ethic and willingness to continue learning. It is all of these skills and attributes that I would bring to bear as a Human Resource Office at The Business Supply Group Limited.

I look forward to meeting with you at your earliest convenience and thank you for your consideration.

Sincerely,

Amrika Amy Maraj

WORK EXPERIENCE

❖ The Business Supply Group Limited

March 2010 – December 2015	Administrative Assistant
January 2016 – January 2018	Human Resource Officer

❖ The Chaguaramas Development Authority

June 2007 – February 2010	Human Resources Assistant
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❖ I'llusions Limited

August 2006 – May 2007	Accounts Clerk / Sales Clerk
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❖ Maraj & Sons Jewelers Limited

December 2006	Sales Clerk
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ACADEMIC QUALIFICATIONS

Tertiary: School of Higher Education, San Fernando (2016- Present)

A.Sc. Human Resource Management (Currently Pursuing)

Areas covered by the Syllabus:

Mathematics	Management	Computer Literacy
Economics	Intro to Business	Company Law
Sociology	Business Communication	Business Strategy & Policy
Personnel Practice	Financial Management	Organizational Behaviour
Managing People	Financial Accounting	
	Marketing	

Secondary: Diego Martin Government Secondary (2000-2006)

❖ **Advanced Level**

GCE

Financial Accounting	Sociology
Management of Business	Communication Studies

❖ **Ordinary Level**

CXC

Principles of Accounting (II)	Mathematics (IV)
Principles of Business (III)	Office Administration (II)
History (II)	Typewriting (II)
English Language (II)	

OTHER SKILLS:

- Knowledge of the modern office practices and procedures.
- Knowledge in the use and maintenance of a chronological and numerical filing system.
- Knowledge of the use of office equipment such as fax machine, copier, shredder, etc.
- Knowledge of computers especially utilizing Microsoft Suite processing software (Word, Excel, Access, Outlook and Power point)
- Knowledge in accounting example monthly department income and expenditure reports.
- Ability to follow instructions well and make decisions with no supervision.
- Excellent verbal and communication skills.
- Quality conscious.
- Work with professional and support staff.
- Effectively developed telephone communication skills.
- Responsive, responsible and reliable.
- Developed exceptional customer service and relations background.

MAJOR DUTIES & RESPONSIBILITIES

- Files memos, letters correspondence and any other documents
- Prepare staff an external customer letters, memos, notes, reports and any other documents.
- Prepare quarterly and annual incentive letters to Sales Department as well as Supervisors.
- Prepare notices for vacant position, promotions, resignations etc.
- Preparation and disseminating of employee contracts.
- Processing of monthly paid and daily paid leave applications
- Processing of monthly, commissions and daily paid overtime, time sheets
- Processing of Payroll and NIS monthly payment
- Processing of Insurance claims.
- Implement leave and overtime data software.
- Co-ordinate the recruitment and selection process by sending out internal vacancy ads, screening applications.
- Prepares packages for interviews, scheduling and execution of interviews.
- Conduct all necessary reference checks and follow ups from interviews.
- Co-ordinate the on-boarding process arranging the medical examination, orientation, training schedule
- Disseminates outgoing mail (internal and external)
- Keeps registers of incoming and outgoing mail.
- Update all employee personal file.
- Prepares variation reports for the department with respect to the monthly budget.
- Conduct performance appraisals for all junior staff.
- Managing employee relations procedures and the effective management of the disciplinary process.
- Planning, scheduling and implementing and supervising all internal and external training programs.
- Co-ordinate the employee of the month and quarterly excellence in leadership awards and all other company events.
- Assists the Security Department with all administrative duties.
- Promotion of Health, Safety & Environmental Policies, Procedures and Programs.
- Major support for the Health & Safety Committee in the execution of all relevant requirements.
- Preparing court files for all Industrial Relation matters.
- Assist in the investigation process for all Industrial Relation matters.
- Assist in the preparation of Collective Agreements for all unions (PSA, NUGFW, EPA)
- Major support to Management Team.
- Assist with Imports and Exports.
- Assist Sales Department with Estimates and Quotes.

PERSONAL INFORMATION

Date of Birth: April 28th 1988

Marital Status: Engaged

Contact #: 375-6230 // 268-5999

Email: amymaraj1988@gmail.com

Interest & Activities: Running, Aerobics, Swimming, Literature, Music

REFERENCES:

Mrs. Susan Russell-Edwards
Manager, Human Resources
Chaguaramas Development Authority (CDA)
Airways Road, Chaguaramas
Telephone #: 634-4312 / 487-3117

Ms. Jane Wight
CEO
The Business Supply Group Ltd
804 Fernandes Industrial Centre, Laventille
Telephone #: 290-6244