

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 Censer (NESC)**

Computer Literacy

Microsoft Word Microsoft Excel

Power Point Microsoft Access

**EXPERIENCE:**

Digicel Group

Data Entry Clerk

November 15<sup>th</sup> - December 6th 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 Ms. Kathy Ann Nicolas

1(868) 397-9604