

Shereece Harroo

Date of Birth: 26-09-1994

Objective

To use my training and experience in Data Operations Level one (1) while contributing to the development of Trinidad and Tobago and ultimately giving back to society.

Education

September 2012-June 2014

- Arima North Secondary School
Caribbean Advanced Proficiency Examinations (CAPE)
- Biology Unit 1 Five (V)
- Caribbean Studies Three (III)
- Communication Studies Four (IV)
- Literature in English Unit 1 Four (IV)
- Literature in English Unit 2 Four (IV)
- Pure Mathematics Unit 1 Five (V)
- Pure Mathematics Unit 2 Five (V)

September 2007-June 2012

- Arima Central Secondary School
Caribbean Examination Council (CXC)
- Biology Two (II)
- English A Three (III)
- English B One (I)
- Physics Three (III)
- Spanish Three (III)
- Mathematics Two (II)

September 2000-June 2007

- Malabar Government Primary School

Training

October 2014-June 2015

- Youth Training and Employment Partnership Programme (YTEPP) Ltd.
Awaiting Certificate in Data Operations Level one (1)
Certified by Caribbean Vocational Qualification (CVQ)

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Courses

September 2014-March 2015

Civilian Conservation Corps

Computer Literacy

Training

October 2015-June 2016

- **Youth Training and Employment Partnership Programme (YTEPP) Ltd.**
- **Bread, Cakes & Pastry's**
- **Awaiting certificate in Bread, Cakes & Pastry's**
- **Certified by Caribbean Vocational Qualification (CVQ)**
- **Awaiting certificate in Food Preparation**
- **Certified by National Examinations Council (NEC)**

Work Experience

Ray Pierre MRICS

General Office Assistant

Duties.

5th February 2016-28th November 2016

- 1. To ensure that the office is kept in an order.**
- 2. To answer the telephones.**
- 3. Take messages.**
- 4. To greet and assist clients.**
- 5. To type up valuation reports, letters, memos etc.**
- 6. To call clients.**
- 7. To make out receipts & to place money in the cash pan.**
- 8. To ensure that all bills are paid on time at the relevant institutions.**
- 9. Prepare payment vouchers and file all bills paid.**
- 10. Ensuring that wages & petty cash cheques are made on each week.**
- 11. Preparation of NIS & Health Surcharge.**
- 12. Faxing & scanning of files.**
- 13. Arranging appointments with clients & tenants.**
- 14. Making up cheques.**
- 15. Running errands.**
- 16. Reordering of stationery, cheque & receipt books etc.**

Shereece Harroo

Hobbies

Reading

Hiking

Interest

Going to the gym

References

Ms. Anjali Dass

Teacher

Arima Old Road, Arima

Tel: 497-9970

Mrs. Vitra Bagwandeem

Teacher (BSc)

Arima Old Road, Arima

Tel: 490-8692

Mr. Lenox Mangray

Team Commander

Old Teacher's College, Mausica Road, Arima

Tel: 492-0572

Recommendation as requested

Shereece Harroo

LP #10 Kellawan Ave,
Tumpuna Rd,
Arima.

To Whom It May Concern

Dear Sir/Madam,

Please accept my application for any position which commensurate with my qualification and training. It will be an honour to be part of a recognised organisation such as yours.

I am a hardworking, dependable, disciplined, loyal and honest person. I am both self-motivated and dedicated to getting the job done. I am both verbally articulate and a good listener. I am very tactful and respectful. I am open-minded and a team-player but also capable of working by myself. I am quite able to multi-task and prioritize tasks. I have the ability of being resourceful to solving problems that will inevitably arise, in the workplace. I also take full responsibility for my short-comings and always willing to improve myself. I am very confident in my capabilities and the job that I can do. I take criticism as a chance to improve my performance at what I do and the respective company to which I am employed. I can easily adapt to severe situations and conditions. I work best under pressure and follow through with deadlines. I am a very determined and purpose-driven individual, and I take my job seriously.

I am certain that the Skills Training and Career Enhancement classes have prepared me to enter the world of work. As so I am confident that I will be an asset to your company. I will dedicate my time, energies, skills and talents for the benefit of your organisation and my self-enhancement.

Enclosed is a copy of my resume, which outlines my credentials. Given this opportunity I look forward to meeting you for an interview, I am available at your convenience.

Yours Respectfully

Shereece Harroo