

CHRISTINE HARRYPERSAD

E: chris.harry017@gmail.com

M: (868)495-9909

Dear Sir/Madam,

This correspondence seeks to apply for an opportunity within your organization for which I am suitably qualified to fill.

I am a U.W.I. undergraduate pursuing a B.Sc. in Agribusiness Management. Completing my first year and a half, my studies came to a halt due to my financial situation. This degree option permitted me to pursue courses in Accounting, Economics, Marketing and Organizational Behavior.

I also possess (5) years' work experience in the food and beverage industry at Bootleggers Limited, Trincity Mall. There I was able to enhance my communication, marketing and sales abilities to the ever changing market. My experience began when I was hired as an administrative officer. My main duties entailed dealing with potential customers via telephone and in person, coordinating meetings with internal and external stakeholders and helping to maintain an efficient level of service.

I then moved on to interacting with customers on a more intermediate scale, taking complaints and overseeing service was up to standard on the front of house area. I routinely acted in a supervisory capacity in which I had oversight over 5-8 employees, accounting

I also successfully completed the O.J.T. Program for a period of (2) months as an intern in the credit department at the Agricultural Development Bank head office. There I gained office etiquette and professionalism. I worked a great deal with Microsoft Excel and Microsoft Word. I also acted as the secretary to the credit departments' manger whilst the full time secretary was on vacation.

Together with my academic qualifications, I utilize innovative and creative managerial tools and techniques. I am a team player who can adapt extremely well to any environment while still take instruction and guidance successfully. Being able to work effectively and efficiently under high pressure situations are also integral to my work ethic.

I enclose a copy of my Curriculum Vitae containing all my experience, skills, and academic qualification, and I hope for a positive response.

Respectively,

Christine Harrypersad

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PROFESSIONAL EXPERIENCE

Nov 2011 – Present

Bootleggers Limited, Trincity Mall, Trincity

Senior Service Representative

- Key designate, tasked with maintaining efficient operations within all areas to ensure continuity of quality service to the customers and suppliers.
- Assisted in planning, logistics and participation in events such as conference luncheons, dignitary meetings, and social events.
- Effectively carried out tasks that would improve issues within the company including Marketing, Sales, Customer service, Health and Safety, and Quality Assurance of the products and services provided.
- Trained, developed and onboarded newly employed staff about the company protocols, products, services and the day to day work ethic that was essential to the company standard of quality.
- Basic accounting and cash reconciliation for various shifts.

Aug 2014 – Sep 2014

Agricultural Development Bank, Head Office, Port-of-Spain

Intern

- Worked closely with the risk management department, completing data entry using Microsoft Excel for the respective branches of the organization.
- Successfully updated the annual review reports for the end of the fiscal year.
- Partaking in departmental meetings discussing the review and updated changes to the current credit policy manual.
- Acted as the corporate secretary for a brief time, carrying out duties such as typing out internal memorandums using Microsoft Word, ensuring that all department documents were stamped and received by its intended recipients.
- Recorded messages for the Corporate Manager whilst he was engaged in meetings, from current and prospective clients and fellow heads of departments.
- Engaged in promotional work on behalf of the bank, fortunately being exposed to Mobile Banking. Dealt with individuals who were interested in being agribusiness entrepreneurs. Informing them on the best ways that they can get started, what products they should invest in as beginners and what the bank can offer, and how they can assist at every stage of their new endeavors.

EDUCATION AND QUALIFICATIONS

Currently	B.Sc. Agribusiness Management , UWI St Augustine <ul style="list-style-type: none">➤ <i>Information Technology</i>➤ <i>Principles of Marketing</i>➤ <i>Organizational behavior</i>➤ <i>Economics</i>➤ <i>Mathematics for Scientists</i>
June 2009-2008	CAPE Siparia Senior Comprehensive <ul style="list-style-type: none">➤ <i>Accounting Unit 1 and 2</i>➤ <i>Management of Business Unit 1 and 2</i>➤ <i>Caribbean Studies</i>➤ <i>Communication Studies</i>
June 2007	Ordinary Levels C.X.C. Siparia Senior Comprehensive <ul style="list-style-type: none">➤ <i>Electronic Documentation Preparation and Management</i>➤ <i>English A</i>➤ <i>Human and Social Biology</i>➤ <i>Mathematics</i>➤ <i>Office Administration</i>➤ <i>Principles of Business</i>

REFERENCES

Jamille Pierre

Administrative Manager

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