

RAVEENA RAGOONANAN

#3 Second Street,
Arena Gardens,
Arena Road Freeport.
Cell: 344-5698
Home: 673-2718

Email: raveenaragoonanan@hotmail.com

To whom it may concern

I am here by applying for the position of a cashier in your organization, being a hard working individual who is willing to learn and grow in your company to become an asset in propelling your company forward.

My outgoing personality, years of working experience, strong will and completion of NETD Petroleum qualifies me to be a strong candidate at your company.

I have a wealth of experience working with clients due the years I've worked as a secretary at Roland Services Limited and they are very pleased with the service I rendered. I also hold great skills completing task in Microsoft Office applications.

Recently I completed my diploma holding valuable experience in the field, due to COOP training at UTT. I was a trainee for Project Management Solutions, during which observing the drilling of an appraisal well by West Indian Group Company Limited for one month.

Event planning in my community has been a passion of mine for several years and I am an excellent team player who is goal oriented. I know I will be a great fit in your team and I am willing to work to meet the needs of your organization.

Yours respectfully,

Raveena Ragoonanan

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OBJECTIVE:

To apply my knowledge and work to the best of my ability, seeking to diligently accomplish duties assigned and aspiring to be of value to your company. I intend to transform my learning experience into success for both the company and I in the near future.

EDUCATION:

- **The University of Trinidad and Tobago** **2013-2015**
National Engineering Technician Diploma in Petroleum Engineering
GPA: 2.9
- **Waterloo Secondary School CXC O' Levels** **2006-2011**
 - Mathematics 1
 - English 2
 - Technical Drawing 2
 - Physics 2
 - Chemistry 3
 - Biology 2
 - Social Studies 2

WORK EXPERIENCE:

- **Assistant / Secretary at Roland's Services Ltd** **2014 - 2016**
 - Customer Service, schedule appointments and relay relevant information to customers.
 - Data entry and filing.
 - Designing flyers and videos to advertise vehicle specials to expand sales.

- **Project Management Solutions (COOP Training for UTT)** **2015**
 - Observed drilling for a month.
 - Involved in solutions for "stuck pipe" issues.
 - Observed samples of shale and clay captured from mud shakers, under a fluoroscope during drilling.
- **Sales Clerk at We Care Pharmacy** **2012**
 - Responsible for merchandising and providing customer service.

ADDITIONAL INFORMATION:

- Completed basic instrumentation, electrical and programming courses.
- Certificate in typing.
- Capability in performing task using Microsoft office applications, Pages, Keynotes and iMovie.
- Team player
- Efficient individual.
- Completion of petroleum economics course.

ACTIVITIES:

- Cricket
- Off Road driving
- Fishing

REFERENCE:

- **Anil Joseph**
 Director at Instrument Technologies Ltd
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- **Saied Ali**
 West Indian Energy Group Company Ltd
 Petroleum Engineer
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