

Curriculum Vitae

Name: Alisha Khan

Address: #30 Northern Avenue, Bamboo Settlement #3, Valsayn

Telephone: 379-4530.

Objective: To obtain employment in a professional environment that I may be able to exercise my administrative attributes whilst being an asset to the organization employed with. Also to cement a profound business relationship, which welcomes growth in all areas concerned.

School Attended

- El Socorro Islamia T.I.A.
- Barataria Secondary Comprehensive School
- NorthGate College
- Maraj Private Academy

Certificates Achieved

(C.X.C.)

- Mathematics- 3
- English-2
- Principles of Business-2
- Office Administration-2
- Social Studies-2
- Visual Arts-2
- Human and Social Biology-D
- Certificate in Practical Computing

Skills

- Managerial Proficiency
- Microsoft Suite
- Typing with Accuracy
- Professional Filing

- Defusing Negative issues

Work Experience

- UltraPharm Ltd (Data Entry Clerk)
- Info-Tech Caribbean (Data Analysis Clerk)
- Eastern Commercial Lands Ltd. (Data Entry Clerk)
- Babee Cakes, Bread and Pastry Shop (General Manager)
- J. Charles Construction Solution Provider (General Administrative Assistant)

Hobbies

- Meeting People
- Solving Problems
- Social work
- Charity
- Being among children
- Travel
- Reading

References

References available upon request.

Thanking you in advance for any/all consideration granted in this application.

Respectfully,

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Ms. Alisha Khan

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