## RESUME

Name : AYASHA BEDEAU-FRANCIS

Date of Birth : 24th April, 1984

Status : Married

Address : # 6 Calcutta Road # 3 Mc Bean Village Couva

Phone : 391-5111

Email : franzayoka@gmail.com

EDUCATIONAL BACKGROUND

School : Cap-de-Ville Gov. Primary School

Point Fortin West Secondary

Point Fortin East Secondary

Subjects : Typewriting

Office Procedures

English

ADDITIONAL TRAINING

Course

: Dec-July 2010

MOP, Economic and Social Restructuring and Gender Affairs

Woodwork

Level 1

: Dec – April 2007

GAPP (Geriatric Adolescent Programme)

Level 1

: Jan-May 2006

Psyco Social-Remedial Programme

: Jan-May 2006

Metal Industries Company Limited

Electrical Installation

: July-August 2004

National Energy Skills Centre

Computer Literacy

WORK EXPERIENCE

TAG Advertising

: Sales Clerk

Trimar Point Frotin

: Pharmaceutical Clerk

St. Anthony’s Taxi Services

: Sales Clerk

South Zone Pharmacy

: Pharmaceutical Clerk

REFERENCES

Ms. Patricia Munro

Point Fortin West Sec.

Teacher

Tel. # 384-0097

Rev. Calvin Arrindell

Dam Road Point Fortin

Tel. # 648- 2229

#50 Farrell Street

Cap-de-Ville

Point Fortin

Trinidad

**TO WHOM IT MY CONCERN**

I hereby wish to be considered as an applicant for any position in your firm.

Attached are details of my education and qualifications as well as the names of persons who would bear witness to my character and abilities.

I am confident in my ability and will efficiently perform any task, which will be required of me. I am however, always willing to enhance my knowledge in any area.

Yours sincerely,

Ayasha Bedeau-Francis