**Christine Persad- Sirkissoon**

**249C Mondesir Delhi Road,**

**Fyzabad**

Dear Sir/ Madam,

I am seeking an opportunity to bring my skills to your firm; am especially interested in joining your team. My work experience and responsibilities will separate me from traditional new workforce, as working with other employees has enabled me to develop the skills needed to work in or with your company.

I understand the position also requires a candidate who is team and detail oriented, works well under pressure, and is able to deal with people in departments throughout the firm as well as the public this is work functions I learnt while studying Communication Arts and skills I developed over time from job experience. My enclosed resume provides more details on my qualifications.

I am exuberant about working in the position especially in a dynamic firm that will give me the personal growth and the chance to meet my career objectives throughout life.

If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at (868) 332-4777. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

(Ms) Christine Persad-Sirkissoon

Christine Persad-Sirkissoon

Address: 249C Mondesir Delhi Road, Fyzabad.

Phone Number: 332-4777

Objective: I believe that success or failure in business is caused more by the mental

attitude, mental capacities and team work that employees have on the job.

Experience:

* Store Manager

Fyzabad

(2013)

* Clerical Relief / Typist

District Revenue Office

High Street Siparia

649- 2415

(2011)

* Memo to the public
* Staff memo
* Writing letters
* Typing marriage certificate
* Making appointments for marriages

* Data Entry Officer

Ministry of Labour and Small and Micro Enterprise Development

High Street, Siparia

649- 2481

(2011)

* Storing resumes on the computer
* Dealing with public

* Secretary

Anfield Services

( 2010)

* Data entry
* Filing
* Answering the phone
* Dealing with customers
* Making phone calls
* Logging in tools
* Dispatching toos
* Payroll Assistant

Ali MeahJohn Limited

(2010)

* Assisting accountant
* N.I.S
* Legal Secretary

Mr.R.Beharrylal

Attorney at Law

(2010)

* Filing
* Data Entry
* Typing Letters
* Interacting with Clients
* Filing court documents
* Deed Poll
* Deeds
* Typing Affidavits
* Administrative Assistant

Keith General Contractors

(2008)

* Enquiring about materials
* Ordering parts
* Sending fax
* Taking inventory
* Filing
* Data Entry on Mind Your Own Business Programme (M.Y.O.B)

Education

Certificate in Mass Media and Communication

University of the West Indies Open Campus

(September 2009- April 2011)

University of the West Indies Open Campus

(July 2008 – September 2008)

Certificate in Microsoft Office Application

* Word (Level 11)
* Excel (Level 11)
* Power Point (Level 11)
* Access (Level 1)
* Internet Skills

University of the West Indies Open Campus

(September, 2003 – June, 2004)

Certificate in Early Childhood Care and Education

Institute of Broadcasting Careers

(March, 1998 – May, 1998)

P & R Learning Center

(September, 1997 – June, 1998)

Certificate in the Following:

* Receptionist
* Introduction to Computers
* Telephone Operator Programmer

Modern Business School

(September, 2007 –June, 2008)

Modern Business School

(September, 2001 – June, 2002)

Fyzabad Composite School

(September, 1995 – June, 1997)

Siparia Junior Secondary School

(September, 1992 – June, 1995)

Grades:

* English 111
* Social Studies 11
* Office Procedures 11
* Human Social Biology 11

Hobbies:

* Aerobics
* Reading
* Volunteer at Cancer Society

Testimonials: Ms. Cherisse De Verteuil

(Teacher)

Rochelle’s E.C.C.E Center

5 Woodscent Drive

Block 3, Palmiste.

688-9814

Mr. David Anton

(Managing Director)

Anfield Services Limited

657-7339 / 40