#2763 Southern Main Road

Irois Forest Chatham

Phone: 1-868-293-0416 (C)

1-868-348-7921 (C)

: 1-868-690-2351 (H)

Dear Sir / Madam

Thank you for reading my application. My name is Aruna R. Manohar and I am 34 years of age.

I am applying for any position within your organization that will commensurate with my qualification and work experience.

If giving the opportunity I will become an asset to your company. I am a driven and focused individual who knows how to set goals and work to achieve them. I am also a team player who takes great pride in my work since it reflects on my character. A quote I live by goes, “we are what we repeatedly do. Excellence then is not an act, but a habit.” (Aristotle).

Should you agree after reviewing the enclosed resume I would welcome the opportunity to participate in a personal interview.

Thanking you for your time, consideration and forthcoming response.

Sincerely,

ARUNA R. MANOHAR

**RESUME**

**OF**

**ARUNA R. MANOHAR**

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**PERSONAL DATA:**

NAME Aruna Roshani Manohar

ADDRESS # 2763 Southern Main Road

Irois Forest Chatham

DATE OF BIRTH 12th August 1980

MARITAL STATUS Single Parent

TELEPHONE 1-868-690-2351 (H)

1-868-293-0416 (C) 1-868-348-7921 (C)

EMAIL ADDRESS arunamanohar100@gmail.com

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**OBJECTIVE:**

To seek excellence in all assignments on the job, whilst working with teams towards achieving the goals and objectives of the organization regardless of issues and challenges that may pose as obstacles.

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**EDUCATION:**

***CERTIFICATE*** NESC Computer Literacy 2001

Level 1

Word Processing

Spread sheet

Database

Graphics

***CERTIFICATE*** CEDROS COMPOSITE

CXC O’ LEVELS 1998 Mathematics II

English Language II

Principles of Business I

Social Studies II

Integrated Science III

CITY & GUILDS MEEET

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**WORK EXPERIENCE:**

*SOUTH ZONE PHARMACY LIMITED*

DATE: Currently Employed

POSITION: Floor Clerk

KEY RESPONSIBILITIES: Sales

*TRINMAR/PETROTRIN*

DATE: July 2013 – Oct 2013

Jan 2014 – July 2014

POSITION: Line Operator

KEY RESPONSIBILITIES: Field Technicians

*TRINMAR/PETROTRIN*

DATE: Dec 2013

POSITION: Pharmacy Technician

KEY RESPONSIBILITIES: Assisting in filling out Prescription Drugs.

*TRAMWAY MARKETING LIMITED (TML) LAKE ASPHALT*

DATE: Feb 2012 – Oct 2012

POSITION: Production Department (Laborer)

KEY RESPONSIBILITIES: Loading Containers

*TRINMAR/PETROTRIN*

DATE: Dec 2012

POSITION: Pharmacy Technician

KEY RESPONSIBILITIES: Assisting in filling out Prescription Drugs.

*STATIONERY AND BUSINESS SERVICES*

DATE: March 2011- Nov 2011

POSITION: Sales Clerk

KEY RESPONSIBILITIES: Purchasing and Stock Taking.

*ARUNA’S WALL PLAQUES & THINGS*

DATE: Nov 2005 – Feb 2010

POSITION: Entrepreneur & Graphic Designer

KEY RESPONSIBILITIES: Managerial Skills, Purchasing & Distribution of Goods and Services.

*C & M PHARMACY*

DATE: Aug 2002 – Dec 2003

POSITION: Pharmacy Technician

KEY RESPONSIBILITIES: Assisting in filling out Prescription Drugs

*TOTAL CARE PHARMACY*

DATE: Dec 2005 – Nov 2007

POSITION: Pharmacy Technician

KEY RESPONSIBILITIES: Assisting in filling out Prescription Drugs.

**OTHER WORK EXPERIENCE:**

POSITION: Manager of the Constituency Offices in

La Brea for General and Local Elections

DATE: 2010

KEY RESPONSIBILITIES: Basic Managerial Skills, Writing Letters

Strategizing Meetings.

**REFERENCES:**

*NAME: Mr. Mitra Manohar*

*COMPANY: Lake Asphalt*

*POSITION: HSE Officer*

*CONTACT: 1-868-690-2079*

*NAME: Mrs. Roshenie Kalpoo- Ali*

*COMPANY: Cedros Composite School*

*POSITION: Teacher Reg: #55000*

*CONTACT: 1-868-690-1382*