Ekiel Brathwaite 8805 Anthony Williams Dr. La-Horquetta Phase 5  
Telephone: (868) 338-6397 or (868) 643-6347  
Email: ebrathwaite@live.com

January 02nd, 2015

The Human Resource Department

Massy Stores Head Office

39A Wrightson Road, Port of Spain  
Republic of Trinidad & Tobago

Trinidad

Dear Sir/Madam,

**I hereby apply for any vacant position in your Human Resource department or any other position am qualified to hold.**

I was recently employed at Santa Rosa Foods/ Albrosco Limited as a Purchasing Officer and also pursuing a (part-time) Bachelors degree in Business Administration at the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT). I am also a graduate of Sital College where I obtained a diploma in Travel, Tourism and Hospitality Management from the Association of Business Executives (A.B.E).

In my former position as stated above, I was responsible for the timely procurement of goods and services, ensuring cost effectiveness, preparing/filing purchase orders, following up on all orders and maintaining accurate records of all documentation. Some of my skills and expertise are in both oral and written communication, strategic planning and the use of Microsoft office, word and excel.

Should you require an interview or further information I can be contacted via telephone at (868) 338-6397 or by E-mail at ebrathwaite@live.com.

Please see my attached resume for your perusal.

Thank you for your time and consideration.

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Ekiel Brathwaite

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Telephone: (868) 338-6397 or (868) 643-6347  
Email: [ebrathwaite@live.com](mailto:ebrathwaite@live.com)

***Objective***

To work in an environment where I can use my Education and Training together with my demonstrative skills, abilities and experience to enhance and add value to a dynamic organization operating within a challenging and competitive environment.

***ACADEMIC QUALIFICATIONS***

**College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)**

2012- Present

* Perusing a (Part-time) Bachelor of Business Administrator in Human Resource Management.

**Sital College of Tertiary Education**

Obtained a Diploma in Travel, Tourism and Hospitality Management.

2010-2011

**Courses included**;

* Tourism & Hospitality Management
* Business Communication
* Business Management
* Cost Accounting & Management

**The YMCA of Trinidad and Tobago**

2009-2009

* Certified in First Aid and C.P.R.

**Johnsons Finishing School.**

CXC General Proficiency

2002-2007

* Principle of Business Grade 3
* English A Grade 3
* Social Studies Grade 3
* Mathematics pursuing

***PROFESSIONAL EXPERIENCE***

**Santa Rosa Foods/Albrosco Limited**

Purchasing Officer  
2014-2014   
Work duties:

|  |
| --- |
| * Costing products. |
| * Preparing purchasing orders. |
| * Maintaining and documenting records. * Calling and emailing suppliers for timely Delivery. * Projecting items usage monthly and ordering over a specific period of time. |
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**Price Smart Trinidad Limited**  
Certified cake decorator2010-2013  
Work duties:

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| --- |
| * Airbrushing cakes |
| * Take orders from customers |
| * Monthly department auditing * Check stocks that received within the department. * All other duties requested by the supervisor. |

***PERSONAL SKILLS***

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| --- |
| * Excellent written and verbal communication. * Ability to work in a team and independently. * Reporting and Researching. * Problem solving skills. * Excellent in Microsoft office, word and excel. * Strategic planning. |
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|  |

***REFERENCES***

Mr. Brian Mc Allister

Instructor/Assessor

Multi-sector Skills Training Program

Central Regional Office

1868-360-7010

Mr. Emrol Williams

Police Officer

Trinidad and Tobago Police Service

1868 -714-3225

Ekiel Brathwaite

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