**RESUME:**

**NAME:** Vishalla Chhaaya Mohammed.

**ADDRESS:** Dookiesingh Street St Augustine.

**PHONE CONTACT:** 312-9730.

**HOME:** 643-8275.

**EMAIL:** vishallamohammed@hotmail.com

**RELIGION:** Hindu.

**SEX:** Female.

**DATE OF BIRTH:** 11-02-1995.

**MARTIAL STATUS:** Single.

**Career Objective:**  To work and grow in a professional environment, where my knowledge,experience and creativity can be put to the best use

**ACADEMIC HISTORY:**

**SCHOOL HISTORY**

Tunapuna Hindu School 2001-2007

ASJA Girls’ College Tunapuna 2007-2012

School Of Business and Computer Science 2013-2014

**SUBJECTS STUDIED (O levels):**

Mathematics Grade3

English A Grade 2

Principles of Business Grade2

Social –Studies Grade 2

Human and Social Biology Grade3

**Level 4 ABE Business Management Diploma**

Introduction to Business Grade C

Introduction to Business Communication Grade B

**Other Achievements:**

Proficient in Microsoft Office (word, powerpoint,excel and spreadsheet).

Life skills courses: Time Management, Stress Management. Study Skills in English.

**ACTIVITES AND INTERESTS:**

Reading.

Interacting with new individuals.

Teamworking.

**WORK EXPERIENCE:**

Duty Free (Sales Clerk)

Optics Plus (Data Entry Clerk)

Arouca Dental Clinic (Dental Assistant/Office Admin)

Servisair (Cargo Agent)

**REFERENCES:**

Ronald Maraj 741-3610 (Manager at G&M Foods)

Deryck Kalliecharan 373-6760 (Public Health Inspector at Ministry of Health)

Narrisa Papan 718-8897 (Supervisor at Harridath’s Insurance)