***Khadija Sastra Mohammed***

***#79, Cocorite Trace, Tumpuna Road, Arima***

***Email Address:***[*sashamohammed68@gmail.com*](mailto:sashamohammed68@gmail.com)

***Telephone: 1-868-775-1221, 1-868-378-6786***

***Curriculum Vitae’***

**Objectives:**

* To be an asset and gain professional experience in a leading company in sales and marketing.
* To ensure excellent profitability for the company and great satisfaction for the company’s clientele.

**Education and Qualifications:**

**2000 – 2005** – **Valencia High School**

**CXC O’ Level Certificate**

Social Studies – 3

Computer Skills

**2014** – **Costatt**

* Intermediate Level in Microsoft Windows 2000/XP, The Internet, Access, excel, Word, PowerPoint

**Interest:**

* Cooking
* Meeting New People
* Listening to Music
* Reading
* Playing Sports

**References:**

**Mr. Laron Mansingh**

Health Inspector

Cumuto

Telephone: 393-2792

**Mrs. Laveda Ali**

Teacher

Sangre Grande

Telephone: 787-9191

**Mrs. Sara Jadoo**

Receptionist

Piarco

Telephone: 473-5571

**Work Experience:**

**2012 – Present**

**Hearty Foods / Ashley’s Bed, Bath and Beyond**

**Receptionist / Cashier:**

* Administrative duties such as filling invoices, writing and editing manuals, product promoting and advertising.

**2008 – 2009**

**Better Deal Supermarket**

**Cashier / Produce Sales Clerk:**

* Maintain the produce by rotating goods and organizing items in their respective location.

**2006 – 2007**

**Sinanan Drug Store**

**Cashier / Sales Clerk:**

* Attend to customers and assist in the dispensary department.

**2005 – 2006**

**Kentucky Fried Chicken Limited**

**Cashier.**

Competent Skills:

* Great Punctuality
* Exceptional Customer Service
* Pleasant, Friendly and Outgoing
* Motivational