25 Roble Drive ,

Phase Two,

Couva North Gardens,

Trinidad,

West Indies.

The Human Resource Manager,

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Dear Sir or Madam,

I hereby apply for employment at your esteemed organization.

I am a very career oriented and diligent individual. I wish to be considered for employment in your Secretarial Department or any vacancy that is available, which commensurate with my training and qualifications.

I do possess a lot of qualities and firmly believe that I would prove to be an asset to your organization.

Attached is a copy of my resume, of my qualifications and experience. I hope that my application receives your prompt and consideration attention. I shall be available at any time for an interview.

I thank you for your time and consideration.

Yours respectfully,

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Ms Renee Ramtahal

Renee Ramtahal Cell # -308-9080

Experience : August 2014 – Present Precise Engineering Works Limited

Secretarial Department

* Typing
* Photocopying of Documents
* Filing of Documents
* Telefaxing Documents
* Typing of Quotations
* Handling of Phone Calls
* Invoicing ( Manually )
* Receiving of goods
* Time keeping of workers
* Preparing Payroll
* Doing NIS Paper work
* Doing Pay Slips
* Preparing Cash Payroll

Education : 2009 – 2014 Waterloo Secondary School

Ordinary Level Passes ( Caribbean Examinations Council ) includes:

* Mathematics (3)
* English Language (2)
* Principles of Business (3)
* Principles of Accounts (3)
* Information Technology (3)
* Food and Nutrition (2)
* Addional Mathematics (5)

Interests : Reading , Computers, Visiting New Sites,

References : Available Upon Request