**MELISSA LOCHAN**

Phone: 1(868) 302-6530

#6 La Chance, Trace Malabar Arima

Date: 24th April 2015

Dear Sir/ Madam

**To Whom It May Concern**

I the above named, wish to apply for any available position within your organization, which fits my level of experience and qualifications.

I am a performance- driven, insightful, dedicated and focused person with a proven ability to achieve and exceed all.

Additionally, I offer excellent organizational skills and a team player attitude. These qualities, combined with my dependability and dedication, should enable me to make a valuable contribution to t he continued growth and success of your organization.

Enclosed is my resume for your review. I would appreciate a chance to meet with you to discuss your needs and objectives and how I may contribute towards them.

Thank you for your time and consideration.

Yours respectfully,

Melissa Lochan

**MELISSA LOCHAN**

Phone: 1 (868) 302-6530

E-mail- melissa.lochan@yahoo.com

#6 La Chance Trace Malabar Arima

**CAREER OBJECTIVES**

To give maximum performances with the responsibilities that is entrusted to me

**EDUCATION**

**Certificate**

Sital College of Tertiary Education

Peachtree Computerized Accounting Level 1 – Grade B

Peachtree Computerized Accounting Level 2 – Grade B +

**Certificate**

**Micro Corporate Training**

Computer Literate - Grade A

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Microsoft PowerPoint

**Computer Advanced Level**

* Database
* Spreadsheet
* Word Processing

**School of Practical Accounting and Accounting Service**

Computerized Typing

School of Accounting and Management

**Certificate in Business Management**

* Introduction to Financial & Management Accounting
* Contemporary Issues in Business Communication
* Introduction to Business Management
* Analysing the Business Environment
* Personal Development

**SKILLS**

* Computer Literate
* Typing
* Time Management
* Flexible
* Interpersonal Skills
* Multi Tasking

**REFERENCES**

Shawn Best

Police Officer

770- 8434

Sheldon Nolan

Teacher

773-1184