**Nicolette Boodoo**

**LP.2 Corner Mc Seveney and Persad Street, El Dorado, Tunapuna,**

**Trinidad and Tobago**

**Date of Birth: April 21, 1995**

**(1-868) 388-1909/ (1-868) 774-9831/ 663-7904**

**nicolette.boodoo95@gmail.com**

**Trinidadian**

**Profile/Career Objectives**

Focused, ready to learn individual seeking opportunity to develop career skills. Success driven, works well in teams or independently. To become a successful business manager.

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| English(2)  Office Administration(2)  Mathematics(2)  Information Technology(2)  The University Of The West Indies Open Campus(2012-2014)  Certificate in Business Management and Technology  Course:-   * Quantitative Methods (A) * Microeconomics (A) * Microcomputer and Networked Systems (B) * Business Communication (B) * Production Control and Marketing (A) * Business Accounting & Financial Analysis (A) | Chemistry(4)  Principles of Accounts(3)  Principles of Business(3)   * Information Technology (A) * Principles of Management and Organisations (B) * Macroeconomics and a Global Perspective (A) * Human Resources Management (A) * Entrepreneurship & The Caribbean Business Environment (A) * Business Law (A) |

**Education**

C.X.C Ordinary Level Certificate (6 subjects)

Bishop Anstey High School East (2007-2012)

**Career/Work Experience**

**Republic Bank Limited**

Customer Care Center (22/07/2013 to 05/01/2014)

**Skills**

-Competent to work with Microsoft Word, Excel and Visio

-Knowledgeable user of the Internet

-Research Skills

-Fair competence in computer programming (Pascal)

-Accounting skills

**Hobbies and Social Interest**

-Archery (Past)

-Modern Dancing (Past)

-Martial Arts (Past)

-Reading

-Swimming

**Reference**

1) Ashish Deonarine

Teacher

Contact 797-7073

2) Wayne Gunpat PhD

University Lecturer

Contact 792-1721

Tunapuna,

El Dorado,

LP.2 Corner Mc Seveney, El Dorado, Tunapuna.

Contact no. (1-868) 388-1909/ 663-7904

Dear Sir/Madam

I am 20years of age and have secured six CXC passes including English Language, Mathematics and Principles of Accounts at General Proficiency. I have also obtained a certificate in Business Management and Technology at UWI Open Campus and I am now pursuing my Business Management degree at the University of the West Indies. I worked in my mother’s hairdressing salon for a few years as well as at Republic Bank’s Customer Center for approximately six months and through this I have learned an immense amount on knowledge on how to deal with customers in any given situation. I am willing to give a hundred percent and more to this company.

I am interested in joining the staff of your company and would like to enquire whether there are any vacancies suitable for my qualifications. If so, I would like to be considered for the post. I am currently looking for a job until September.

I have attached a resume and will be available for an interview at any time convenient to you.

Hoping for a favorable reply,

Yours sincerely

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Nicolette Boodoo