**Sherene M. Khan**

Human Resource Department 

TO WHOM IT MAY CONCERN,

I am submitting my resume for your consideration, in any suitable position within your company that may be applicable with my qualifications.

Some of my fundamental virtues include integrity and honesty. I am a very hard worker, willing and capable of learning any new skills, in order to fulfill the duties required and enable me to be of greater benefit to your company.

I look forward for your favorable response. If any additional information is required I will be happy to furnish same. I would be available for an interview at your earliest convenience.

Thanking you in advance for your kind consideration.

Respectfully,

Ms. Sherene Khan.

**Sherene Khan**

339 Waterloo Road, Carapichaima

1-(868)321-7424 khansherene@yahoo.com

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**CAREER OBJECTIVE**

To obtain a career at any position available within this company, where I can present my potentiality, adaptability, skills to be creative and also to gain knowledge.

**Qualification Highlights**

* Non-stop ability to work.
* Flexible schedule.
* People oriented and good communication skills.

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**PROFESSIONAL EXPERIENCE**

Svitzer Marine Trinidad &Tobago Ltd. – August 2014 - June-2015

Receptionist

* Welcome, assist and direct visitors in a professional manner.
* Provides information to guests and staff via phone or person.
* Receive phone calls and direct them to right recipients.
* Maintain filing system both manually and electronically.
* Offer secretarial assistance to executive.

**EDUCATION**

* Caribbean Union College Secondary School (2008 – 2013)

**Subjects Grade**

* English A IV
* Integrated III
* Mathematics III
* Principle of Accounts II
* Principle of Business III
* Social Studies III