**Sacha Moore**

Chancery Road, Arthur Seat

St Thomas

Tel No: 4250041 Cell No: 265-5543

Email**:**moore\_sacha@hotmail.com

9 July 2015

Human Resource Manager

Dear Sir/Madam

I wish to apply for any available position within your organization. I have studied the Certificate in Accounts Technology and the Diploma in Accounts Technology at the Samuel Jackman Perscod Polytechnic which I have received the results.

I am self-motivated person who is very reliable, honest, professional and able to interact well with others and work at various levels of the organization. I have the practical knowledge and working with your organization would be ideal opportunity. I am willing to work late hours during the week and also on Saturday and Sunday if required.

Enclosed will be curriculum vitae which have the necessary information about my education.

I am available for an interview at your convenience. If you have any queries you contact me at the above address or telephone numbers.

Address: Chancery Road Arthur Seat St Thomas

Telephone: (H) 425-0041 (C) 236-0747 or 265-5543

E-mail: moore\_sacha@hotmail.com

Date of Birth: 1997-04-07

Nationality: Barbadian

**OBJECTIVE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To become an Accountant, a Retail Sales Associate, an Office Assistant or a Receptionist

**EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2013-2015 Samuel Jackman Prescod Polytechnic

2008-2013 Ellersile Secondary School

2000-2008 Sharon Primary School

**QUALIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2015 Samuel Jackman Prescod Polytechnic Diploma

* Diploma In Accounts Technology
* Financial Accounting and Finance 1&2
* Managerial and Cost 1&2
* Marketing
* Business Law
* Effective Business Communication( English) 1&2
* Introduction to Economics
* Introduction to Management
* Computerized Accounting and Finance 1&2

2014 Samuel Jackman Prescod Polytechnic Certificate

* + - * Certificate In Accounts Technology
        + Business Maths 1& 2
        + Business English 1&2
        + Business Studies 1& 2
        + Accounting 1&2
        + Computer Information Processing

Ellersile Secondary School

2013 Caribbean Examination Council (CXC)

* + - * English Grade 3 General Proficiency
      * Principles of Business Grade 3 General Proficiency
      * Home Management Grade 3 General Proficiency

**WORK EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12th May – 20th June 2014 Arawak Cement Company Limited (only job attachment) Checker Hall, St. Lucy

Working as the receptionist and Assisting in Human Resource Department

24th April 2014 Samuel Jackman Prescod Polytechnic Wildey, St.Michael

## Assisting with the Polytechnic Entrance Examination

8th May 2015 - Harmony Swan Street, Bridgetown

Sales Representative St.Michael

**Communications Skills** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Good written and verbal Presentation skills. Computer Literate: Microsoft Word XP, Excel, PowerPoint and Access. Good Team Player and Good Interpersonal skills.

**Flexible**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am willing to try new things and I am also interested improving efficiency on any assigned tasks. I am also hard working ensuring tasks are completed on time and correctly.

**HOBBIES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Netball, travelling aboard, singing and cooking

**AFFILIATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Member of St Swithun’s Anglican Church

**REFERENCES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Terrence Clarke

Address: Grape Hall Terrace, St. Lucy

Job Title: Teacher

Institution: Samuel Jackman Prescod Polytechnic

Number: 439-6374

Name: Vernese Griffith

Address: Grape Hall Terrace, St. Lucy

Job Title: Retired Nurse

Institution: Queen Elizabeth Hospital

Number: 439-8532

Name: Mrs. Angela Hamilton

Institution: Samuel Jackman Prescod Polytechnic

Business Studies Department

Job Title: Teacher

Number: 426-1920(Ext 2226)