Gabriela Sankar

Cor. Sankar Street &

Streathem Lodge Road

St. Augustine.

Contact: 745-5663

21/07/15

Massy Stores Head Office

39A Wrightson Road, Port-of-Spain

Republic of Trinidad and Tobago.

Tel: 1-868-609-4456

Re: Application for work.

Dear Sir / Madam,

I am writing to express my interest in any vacancy at your organization. I’m in search of a permanent position that would allow me to grow with your company. I am an outspoken, confident person who is self-motivated and always enthusiastic to accomplish set goals and objectives; I also have good communication skills.

At the end of 5 years attending El- Dorado West Secondary I left with 7 O’ level passes including Maths and English Language then furthered another 2 years at El- Dorado East Secondary accomplishing another 7 passes at A’ levels. I then did a Certificate in Human Resource Management at UWI Open Campus and am currently awaiting results. Presently I am involved in a family business which started a year ago. I have attained work experience from part time jobs done. I worked at Furniture Plus and Jewelry Paradise both as sales representatives during school vacation.

I would like an opportunity to attend an interview at your earliest convenience. I am available at any time convenient to you and your organization. I would be glad to provide you with any additional information needed. Thank you for your consideration.

For a complete resume of myself please see attachment.

Yours Respectfully,

Gabriela Sankar

Corner Sankar Street & Streathem Lodge Road, St. Augustine

Telephone: 7455663

Email: [sankargabriela69@gmail.com](mailto:sankargabriela69@gmail.com)

**Objective**

To secure a position with a stable and profitable organization where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**Personal**

Date of Birth: October 5th 1994

Marital Status: Single

**Professional Experience**

11/2011- 01/2012- Jewelry Paradise Ltd.

Trincity.

*Customer Service Representative*

*Responsibilities: Attend to Customers*

*Pricing items*

*Packing and restocking showcase*

05/2012- Present - Family Business - R&S Furniture and Appliance Store

* Sam’s Bar-B-Que

Tunapuna

*Responsibilities: Bookkeeping (Recording Sales &Purchases)*

*& Ordering and Distributing Stock.*

**Education**

09/2006-05/2011- El Dorado West Secondary

CXC O’ Level

Caribbean History Three

Principles of Business Two

Principles of Accounts Two

Mathematics Two

English Language Two

Biology Three

Geography Three

09/2011- 05/2013- El Dorado East Secondary

CXC A’ Level

Accounting Unit 1 Four

Communication Studies Three

Economics Unit 1 Four

Pure Mathematics Seven

Economics Unit 2 Four

Management of Business Unit 1 Five

Management of business Unit 2 Five

Caribbean Studies Three

Accounting Unit 2 Seven

08/2013- 04-2015- UWI Open Campus

Certificate in Human Resource Management

Language and Communication Skills A

Principles of business management C

Human Resource Management I B

Case Study Analysis Awaiting Results

Organizational Behavior Awaiting Results

Human Resource Management II Awaiting results