**Résumé**

**CHRISTIANA SAHADEO**

LP#13 Shivan Drive, Sangre Chiquito.

668-0721(Home) or 317-1956 (Cell)

www.crissie\_choicez@hotmail.com

**Objective:** I am an honest and generous person and you can rely on me anytime. I can assure you that I manage my time, resources and priorities, adequately and I also work efficiently with others.

**Education:**  Northeastern College (2007-2014)

**Qualification:** *CXC Proficiency: General* Grade

Additional Mathematics 3

Economics 3

English Language 3

Human and Social Biology 2

Information Technology 3

Mathematics 1

Principles of Accounts 2

Principles of Business 3

*CAPE Proficiency: General* Grade

Accounting Unit 1 3

Accounting Unit 2 4

Caribbean Studies 4

Communication Studies 4

Economics Unit 1 3

Economics Unit 2 4

Pure Mathematics Unit 1 4

**Work Experience:**

**(2014-2015) Narindra General Hardware**

Position Held: Cashier, Sales Person, Office Assistant

* **Job Responsibilities:-**
* Maintain presence on sales for to address customers’ needs.
* Assist customers in determining which items should be bought when uncertain.
* Inquire about buying experiences, item preferences, and future purchases.
* Cashier at weekends and public holidays.
* Answers and makes business calls concerning customers’ materials and their hardware accounts.
* Filed all purchases and sales bills and even important hardware documents.
* Entered all sales, purchases and credits into the hardware system.
* Possess great mathematical skills while writing bills and cashing.
* **Skill Highlights:-**
* Typing and Book-keeping
* Telephone Skill
* Great Mathematical Skills
* Filing and Recording
* Great Communication Skills
* Great Organizational and Planning Skills

**Interests/Activities:** Football, Cricket, Swimming, Dancing, Nail Art and Reading.

**Reference:** **Arlene Duke- Paul Clarissa Persad**

Pastor Assistant Manager

668-2565 or 366-1104 384-8951 or 668-4695

LP# 13 Shivan Drive,

Sangre Chiquito.

Sangre Grande.

11th May, 2015.

**The Permanent Secretary,**

Ministry of Health,

Corner Park & Edward Street,

Port of Spain.

**Dear Sir/Madam,**

I am writing to enquire if you have any vacancies in position of clerk or assistant clerical positions in your organization. I enclose my resume’/ curriculum vitae for your information.

In my previous work experience, I have had extensive vacation work experience in office environments, and also in the retail sector giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for an organization with a great reputation and high profile. I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my resume’ on file for any future possibilities. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

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Christiana Sahadeo.

LP# 13 Shivan Drive,

Sangre Chiquito.

Sangre Grande.

11th May, 2015.

**The Permanent Secretary,**

Ministry of Tourism,

Tower C,

International Waterfront Complex,

Wrightson Road,

Port of Spain.

**Dear Sir/ Madam,**

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Yours sincerely,

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Christiana Sahadeo.

LP# 13 Shivan Drive,

Sangre Chiquito.

Sangre Grande.

11th May, 2015.

**National Employment Service,**

Ministry of Labour and Small and Micro Enterprise,

Co-operatives Division,

Brierly Street,

Sangre Grande.

**Dear Sir/Madam,**

I am writing to enquire if you have any vacancies in your organization. I enclose my resume’/ curriculum vitae for your information.

In my previous work experience, I have had extensive vacation work experience in office environments, and also in the retail sector giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

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Christiana Sahadeo.