**EDUCATION**

School of Accounting & Management, St Augustine 2012-TO DATE

* Certificate in Business Management

Introduction to Financial & Business Management Accounting – Distinction

Introduction to Business Management – Credit

Analyzing the Business Environment – Distinction

Contemporary Issues in Business Communication – Credit

Personal Development - Credit

Woodbrook Government Secondary School, Woodbrook 2007 – 2012

* *Caribbean Examination Council (C.X.C)*

Mathematics – Grade 5

English – Grade 3

English Literature – Grade 5

Spanish – Grade 5

History – Grade 4

Principles of Accounts – Grade 3

Principle of Business – Grade 3

St. Rose’s School, Port of Spain 1998 – 2007

* *Secondary Entrance Assessment (S.E.A.)*

Passed for Woodbrook Government Secondary School

**WORK EXPERIENCE**

TTPOST - August 2015 – TO DATE

101 Belmont (868) 624-7794

Office administration

Starlite Pharmacy – August 2013- November 2015

Saddle Road Maraval (868)612-0020

Customer Service Representative.

Hilo Food Store – July 2013- August 2013

Saddle Road Maraval (868)622-6752

Cashier

Payless Shoe Source – December 2012- January 2013

Queen Street, Port of Spain (868)627-7369

Customer Service Representative

Bluegrass – December 2011- January 2012

Long Circular Mall (868)628-1916

Customer Service Representative

Hilo Food Store – July 2011- August 2011

Saddle Road Maraval (868)622-6752

Produce Department Attendant

**HOBBIES/ INTERESTS**

Sports – Netball, Running, Reading, Interacting with new obstacles that present itself

**REFERENCES**

Mr. Sean Best Mr. Trevor John

Police Constable Police Constable

#6 Solomon Drive #14/2 Upper St.Francois Valley Road

Crystal Heights Belmont

Brazil Village, San Raphael Port of Spain

(868)770-8434 (868)621-5606 / (868)356-5912

LP#15 Upper St. Francois Valley Road,

Belmont,

Port-of-Spain,

Trinidad.

1st October 2015.

Dear Sir/Madam

My name is Tanesha Nagil and I would like to apply for any vacant position in your organization which best suits my qualifications. I am a responsible, efficient, hard-working individual who uses her initiative and is a team player. Due to my experience in fast-paced environments I have acquired the ability to multi-task and I am not intimidated of working alone or making responsible and reasonable decisions that would assist both the organization that I am employed with and the customers.

I am able and ready to learn all that your organization is willing to teach and apply it to the best of my knowledge.

I believe that my persistence and dedicated, hardworking traits and my previous customer service experience would be beneficial to your organization.

Attached is a detailed resume. Thanking you in advance for viewing my application and I am patiently awaiting a response from you.

Yours respectfully,

………………………..

Tanesha Nagil