**Light Pole # 53 Coconut Trace Extension,**

**Fanny Village, Point Fortin.**

**Trinidad and Tobago.**

**To Whom It May Concern**,

I would like to apply for a position which best suites my qualifications and my working experience.

I am an articulate individual, whom assimilate information very quickly and have the potential to push myself to always strive for excellence to do better.

I am also industrious when it comes to any job or task given to me. My Personal Motto is to always work to the best of my ability and to execute your job effectively and efficiently.

I am available at any given time to attend an interview given that is necessary and convenient to both of us.

I have attached behind a Circular Vita for viewing.

Yours Respectively

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Nadia Hargreaves

**Mission Statement**

I have the confidence in myself to perform and push for excellence in any profession once given the opportunity.

I have the potential, endurance and will to push myself towards completing any task at hand and the strength to deal with any obstacles which may come my way and accomplish the job or task given to me.

I always try my best to always strive for excellence in any job. Once I am given the proper training and material to complete every and any job I am given to do and complete with any means necessary.

I am always willing to learn anything that may beneficial to your company and me as well. I have a few accomplishments but there is still a lot to accomplish for me to reach where I would like to be in life.

**Personal Data**

**Name**: Nadia Hargreaves

**Status:** Single

**Date of Birth**: 1st October 1987

**Address**: Light Pole # 53 Coconut Trace Extension Fanny Village Point Fortin Trinidad and Tobago.

**Telephone Number**: 1-868-648-5845

1-868-741-8246

1-868-313-1967

**Email Address**: n.hargreaves31@gmail.com

**Educational Background**

**1993-2000** Lower Morvant Government Primary School.

**2000-2005** Malick Secondary Comprehensive School.

**July 15-28 2012** Ministry of Tertiary Education On the Training: OJT

**Aug 2011-Feb 2012** Multi Sector Unit Training Programme

**Academic Qualification**

**CXC Exams**: Mathematics

English Language A

Social Studies

Principles of Business

**NESC:** Computer Literacy Programme

Advanced Computer Program me

**NVQ**: Hospitality and Tourism Level 1

**NSC:** First Aid Certificate

**EN-SAFE HEALTH AND SAFETY**: Fire watch

8 hours Safety Plea Training

**Point Fortin Secondary School:** Continuation Classes Program me

**Employment Experiences**

**Dec 2003**- Jumbo Foods Supermarket

Front End Packer

Bartaria San Juan

**June-Sept 2005**- TCBY Treats

Customer Service Representative

Movie Town, Port of Spain.

**Feb-April 2006-** Francis Fashion Shoe Locker

Customer Service Representative

Henry Street, Port of Spain.

**June 2006-Feb 2007**- Ambassador Hotel

Housekeeping and Waitress

Long Circular Road, St James

Port of Spain.

**Nov 2009**- Persads Investment Company Ltd

Cashier

# 7 Wickham Street, Point Fortin.

**Dec 2009- Jan 2010** - South Western Court

House keeper and Waitress

#14-16 Guapo Main Road

Point Fortin

**Nov-Dec 2010** Price Smart

Front End Cashier

La Romain, San Fernando.

**Feb 2012- Present**- TGI Fridays

Waitress and Busser

Gulf City Mall

San Fernando

**Hobbies**: Surfing the Internet for academic opportunities, spending quality time with my children, reading newspapers and also reading self-help and motivational books, most important my bible ,going to church, exploring our beautiful country .

**References**: Mrs. Arianne Bruce Hope

Trinidad and Tobago Prison Service

1-868- 479-8134

Mrs. Jacqueline Cornwall

Sunday School Teacher

Lawrenceville Cap Ville,

Point Fortin.

648-1445