‍‍SADIA SAKHAWAT

ADDRESS: LP62 Allarack Trace, Caratal Village, Claxton Bay.

TELEPHONE:   (868) 749-3280  or (868)659-3053

EMAIL:  sadiasakhawat@ymail.com

Objective: A dedicated and focused person who excels at prioritizing, completing multiple tasks simultaneously. Committed to delivering high quality results with little supervision. Energetic, organizes and an excellent communication skills.

Education

BSC POLITICAL science | 2012-2015 | university of the west indies

SECOND CLASS HONOURS (UPPER)

* Major: Political Science
* Minor: International Relations

A LEVELS | 2010-2012 | ACADEMIC COLLEGE FOR EXCELLENCE

A-Levels Grade

Caribbean Studies 3

Communication studies 1

Economics (grade 3 in units 1 and 2)

Management Of Business (grade 1 in unit 1 and grade 2 in unit 2)

Sociology (grade 2 in unit 1 and grade 3 in unit 2)

CXC |2005- 2010 |PREYSAL SECONDARY SCHOOL

English A 1

English B 2

Mathematics 3

Geography 2

Integrated Science 2

Social Studies 2

# Skills & Abilities

Management OF TIME IN WHICH ACTIVITIES ARE TO BE COMPLETED

Communication SKILLS

Leadership QUALITIES

COMPUTER SKILLS

Work

1. Crosiee Chase Mart as a Customer service representative/ cashier.
2. Field Researcher. The Anatol Institute of Research and Social Sciences (TAIRASS) is a dynamic research consultancy based in Trinidad and Tobago. The Institute conducts social, market intelligence and political surveys and related research in the Caribbean at the University of the West Indies. Where work was done by completing questionnaires on the field to complete a Latin American Public Opinion Project ( LAPOP).
3. Tour guide at the University of The West Indies St Augustine Campus.

Past Accomplishments:

1. Certificates of participation in singing, cricket, Bhal Vikaas competition, Ramayan competition at primary school level.
2. Awards for highest percentage in Geography, Social Studies and Communication Studies.
3. Voluntary work at the Operation Smile Centre in Gasparillo.
4. Member of the Caribbean Civilization group at the University of the West Indies.
5. Certificate of participation in a one day seminar “The World Of Work in the New Millennium”

REFERENCES:

Mrs.Vidia Koon Koon. (Teacher)

Preysal Secondary School

Telephone: 679-0414

Mr. Anthony Khan (Principal)

Academic College for Excellence

Telephone: 686-2779