**Mary Elizabeth Ragoonanan**

**24 Arena Gardens,**

**Orchid Avenue,**

**Arena Road,**

**Freeport.**

**Telephone No: 371-4752**

**Career Highlights / Qualifications-**

* Computer Literacy Grade A

**Education-**

* **Nebosh General Certificate In Occupational Health and Safety (To be completed)**

Management of Health and Safety (NGC 1)

Controlling Workplace Hazards (NGC2)

Health and Safety Practical Application (NGC3)

* **College of Science Technology &Applied Arts of T&T (August 2010 to May 2012)**

**Pre-Requisite Courses for entry into Environmental Management Program**

Basic Algebra

Understanding human behaviour & diversity

Academic reading III

Academic writing III

Fundamentals of writing

Oral communication

Life skills

* **Upper Level Educational Institute Limited (September 2009 to November 2009)**

Introduction to Hardware

Introduction to Windows and Office

Computer Health & Safety

* **Carapichaima East Secondary School (September 2007 to 2009)**

Csec Subjects

* **Couva Junior Secondary School (September 2004 to July 2007)**

Secondary Tertiary Education

**Carapichaima East Secondary School**

* English Language III
* Integrated Science III
* Principles of Business III
* Social Studies III
* Office Administration. III
* **Work Experience**

**Ministry of Education On-The-Job Programme**

(OJT) Clerical Assistant  
Presentation College Chaguanas

March 2010- April 2012 (2years)

RESPONSIBILITIES

* Auditing of books/stock check
* Receiving of books from the ministry
* Data entry and filing documents.
* Coping of documents for lecturers.
* Laptop issuing-inventory
* Trouble shoot laptop
* Laptop rollout & distribution
* Administration procedure: laptops, projectors and audio devices.
* **Work Experience-**

**Office Assistant/Cashier/Front Desk**

Roopnarine Tile Mart Limited   
Caroni Savannah Road

Chaguanas 671-0001

April 2015 - November 2015 (7 months)

RESPONSIBILITIES

* Cashing of bill to be handed out to customer
* Telephone Receptionist
* Preparing cash & cheques voucher
* Writing cheques to companies
* Use of Quick books, balancing of Cash Register /Closing off Draws
* Email, fax and photocopy of companies Documentation
* Maintains supplies by checking stock to determine inventory levels
* Troubleshooting failures; calling for repairs; monitoring equipment operation
* Clerical duties answering questions forwarding messages
* Writing of purchase orders
* Maintaining of Vat, Credit Note,Charges,Total sales and check book records
* Handling of payroll weekly

**Mary Ragoonanan**

**# 24 Arena Gardens,**

**Orchid Avenue,**

**Arena Road,**

**Freeport**

**Phone #: 371 – 4752 (Cell)**

**E-mail address: maryragoonanan@yahoo.com**

**The Human Resource Manager**

Dear Sir/ Madam,

I take this opportunity in applying for any available position within your company.

I am now twenty three years of age and have had a full secondary education. I have obtained passes in the following subjects English Language, Principles of Business, Social Studies,Office Administration and Integrated Science along with an A+ in Computer Literacy.

I am a self-motivated and result oriented in all of my accomplishments, in addition I possess keen analytical skills accompanied by excellent written and interpersonal skills as well as I am personable.

I am confident that if given an opportunity to serve within I will be able to grow even further as an individual and become an even greater asset to your organization.

Please find attached a copy of my resume which details my work experience and educational achievements to date.

I look forward to a positive response from you and thank you very much for your consideration in this application.

I am available for an interview at any time and can be contacted at the above number.

Yours Respectfully,

**……………………..**

**Mary Ragoonanan**