**Khadisha A. Joseph**

#115 La Brea Trace, Siparia.

E- mail: [KhadishaJoseph04@gmail.com](mailto:KhadishaJoseph04@gmail.com) Phone: (868) 352-9013

**OBJECTIVE** A position as a progressive worker in your company where my technical communication and interpersonal skills will be useful to your organisation.

**EDUCATION**  2009 - 2016 FYZABAD ANGLICAN SECONDARY SCHOOL

**QUALIFICATIONS**

*CXC O’LEVELS (JAN 2014 – JAN 2015)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English A | Biology | Geography | Human and Social Biology | Social Studies |
| Mathematics | Chemistry | History | Principles of Business | Visual Art |

*CAPE (May/June 2015)*

|  |  |  |  |
| --- | --- | --- | --- |
| Communication Studies | Biology (Unit 1) | Environmental Science (Unit 1) | Management Of Business (Unit 2) |

*Awaiting CAPE Certificate of May/June 2016......*

**TRAINING** Youth Training Employment Partnership Programme (YTEPP) Limited –

October 2014 – April 2015

Awaiting Certificate in: Child Care Attendance

October 2015 – June 2016

Awaiting Certificate in: Data Operation

**WORK EXPERIENCE** Payless Shoe Source Wendy’s

La Romain, Pricesmart Gulf City, San Fernando.

Cashier and Sales Assistance. Cashier

(June 2015 - August 2015) (July 2014 - August 2014)

Tel: (868) 674-5578 Tel: (868) 653-6440

**REFERENCES**  Mr Peter David Mrs Sharla Sinanan

Petrotrin, Santa Flora. Ministry of Education (NAILS)

Geologist Library Technician

Tel# (868) 329- 3156 TEL# (868) 753-7410

**Khadisha Joseph**

#115 La Brea Trace,

Siparia.

13th June, 2015

Dear Sir/Madam,

I am interested to work in your company/organisation. I would be greatly obliged if you consider me for the post.

At the moment I have completed A ‘levels at Fyzabad Anglican Secondary School. I am outgoing, responsible, hardworking and cooperate well with others. I enjoy challenge and I am very persistent.

I am enthusiastic about this opportunity and would love to meet you and discuss on this more. I am a fast and accurate typist, with a keen eye for detail and I should be very grateful for the opportunity to progress in your company. I am able to take on the responsibility of any position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Such an opportunity will definitely beneficial to my future, you will find attached to this, a copy of my resume. My contact number is (868) 352-9013. You can also communicate with me via e-mail at [KhadishaJoseph04@gmail.com](mailto:KhadishaJoseph04@gmail.com).

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours Respectfully,

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KHADISHA JOSEPH