***RESUME***

NAME : Tess Mohanlal

ADDRESS : #3B Turtle River Enclave Road, Tortuga.

PHONE NO : 752-2381/ 713-3399

DATE OF BIRTH : 25th JULY, 1975

MARITAL STATUS : Married

RELIGION : Christian

EDUCATION : PRIMARY LEVEL

Gasparillo Government School

(1980-1986)

SECONDARY LEVEL

1. Williamsville Junior Secondary School

(1986-1989)

1. Marabella Senior Secondary School

(1989-1991)

**QUALIFICATIONS** : CXC LEVEL

# Subjects Proficiency Grade

Mathematics General 11

English Language General 11

Spanish General 111

Principles of Business General 1

Principles of Accounts General 11

**QUALIFICATIONS** : Courses Pursued

1. SAWH Secretarial School

Duration: September 1992 – April 1994

Certificates I) Pitman’s Advanced Typing

II) Pitman’s Book-keeping & Accounts I

III) General Secretarial Practice

IV) Business English

1. Marabella Senior Secondary School

Youth Training and Employment Partnership

Programme (YTEPP)

Duration: July 1991 – June 1992

Certificate: Certificate of Participation in Typing and Copying Services.

1. Mahabro& Associates

Certificate: i) Word perfect version 5.1

ii) Lotus 1.2.3.

**WORK EXPERIENCE:**  Employer:-

Central Precision Engineering Rebuilders Ltd.

Director: Kamroodeen Mohammed

Address:-84-86 Guaracara Tabaquite Road Reform

Tel# 650-2302/3551

Duration:- 1993- 1999

Job Status:- Office Assistant, Telephone Operator

and Front desk Receptionist.

Job Functions:

1. Typing of estimates, memos and Letters

b) Handling cash flow and balancing out at the

end of the business day.

c) To provide a frontline service to customers by

quickly responding to walk in and phone in

inquiries.

d) Preparing and cashing of bills.

e) Dealing with customers concerns and

complaints in an efficient manner, ensuring

complete customer satisfaction.

**WORK EXPERIENCE:** Employer:

South Importers Ltd

Managing Director: Surish Ramkalawan

Address:- #220 S.S. Erin Road, Debe.

Tel# 647-0244/7281

Duration: 2003-2014

Job Status: Secretary and Purchasing Manager.

Job functions:

1. Ordering goods from Local and foreign companies
2. Payments to suppliers
3. Issuing of receipts and bills
4. Collection of cash payments
5. Bank transactions.
6. Supervising employees.

**Other relevant information:** Reason for leaving South Importers, company sold.

**References:-**  1) Pastor Shaddy Ramnath

SHALOM

Managing Director of

Champion Marketing & Equipment Services Ltd.

TEL # 789-0451

2) Ravi Ramroop

Manager of 4R’s Hardware

Tel# 682-1074

3B Turtle River Enclave Road,

Gordon Village, Tortuga.

21st July, 2016.

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

I am hereby applying for a position in your company as a cashier or any other suitable position based on my previous experience. Enclosed are my resume.

I am confident with my commitment to succeed, I can enhance my chosen career both through work experience and further training. I am willing to attend an interview at your company’s convenience and look forward to receiving a positive response to my application.

Yours respectfully,

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Tess Mohanlal.