Alyssa Nadia Mohammed

Johnathan Trace,

Cunupia, Chaguanas

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***RESUME***

***JOB OBJECTIVE***

To be an effective and efficient person in my career, to work and excel within an organization where my knowledge, life experiences and qualifications will be an asset in achieving the Company’s strategic objectives thereby enhancing my personal development.

***EDUCATION***

I attended the Montrose Vedic Primary School where I sat the Secondary Entrance Exam (SEA) and was successful in my choice for Saraswati Girls Hindu College (SGHC). I departed SGHC in Form 2 and pursued my education at John Adams High School in New York, United States of America. I returned to Trinidad in two thousand eleven (2011) and pursued the CSEC at Upper Level Educational Institute in Chaguanas, where I obtained my full certificate.

Concurrently I attended CTS College of Business & Computer Science Ltd in 2011 and completed Microsoft Office

I also attended School of Business and Computer Sciences in 2014 where I wrote the Association of Business Executives (ABE):- Level 4 Diploma in Business Management (Management Information Systems Pathway) and was successful in three subject and hope to complete and obtain my certificate by year end.

**September 2011:**

* CTS College of Business & Computer Science Ltd (Chaguanas)

Microsoft Office – A+

* Microsoft Word 2007
* Microsoft Office 2007
* Microsoft Excel 2007
* Microsoft PowerPoint 2007

**September 2011-July 2013:**

* Upper Level Educational Institute

(Chaguanas)

Caribbean Secondary Education Certificate Examination (CSEC)   
General Proficiency

* Mathematics –one (1)
* English A – one (1)
* Human and Social Biology – two (2)
* Social Studies – two (2)
* Principles of Business – two (2)
* Principles of Accounts – three (3)

**September 2014 – December 2014:**

* School of Business & Computer Science

(Champs Fleur)

Association of Business Executives (ABE):- Level 4 Diploma in Business Management (Management Information Systems Pathway)

* Introduction to Quantitative Methods: C
* Introduction to Business Communication: C
* Introduction to Management Information Systems: C
* Introduction to Business: E

**WORK EXPERIENCE**

* **October 2015 – April 2016**

JD Manna Group Limited (12 Stone Street, Port of Spain)

Administrative Clark

Reporting to the HR&A Manager

Other Interests: Event Planning, Gardening, Cooking and Table Tennis

***REFERENCES***:

Mr. Lincoln Ramjattan

Business Unit Manager  
Tucker Energy Services

Telephone: 652-6512 ext. 238 / Mobile: 379-7898

Mr. Richard Thomas

Attorney –at- Law (in chambers with Pamela Elder, S.C.)

Mobile 683-4305