**Adeesha Ramlochan**

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**Calcutta Settlement #1**

**Freeport**

**Phone: 1868-269-5071/**

**1-868-741-8291**

**Email:** [**adeeshar@yahoo.com**](mailto:adeeshar@yahoo.com)

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**PROFILE**

*Self-Directed, responsible and trustworthy individual. Performs duties efficiently, effectively and well organised. Excellent customer-oriented skills. A team player; committed to excellence and possesses abilities that go beyond performance of duties.*

**GENERAL EXPERIENCE**

I am a graduate of the University of the West Indies, where I attained a BSc. in Agribusiness Management. Despite having a degree to my name which will prepare me for the world of work and build a meaningful career, my personal traits, ambition and eagerness for learning has prepared me to provide quality and diligent service. I am energetic and self-motivated. I am equipped with excellent communication skills. I am innovative, intelligent and possess strong analytical traits.

My previous work experiences have contributed to my ability to either work independently or in a team. I am truly goal oriented, determined and with a great passion for excellence. I am a hard worker and work well in a stressful environment.

**PROFESSIONAL EXPERIENCE**

**San Juan Boys’ Government Primary School**

***Teaching Assistant (OJT)***

**January 25th 2016 till Present**

* Assist the teacher in correcting of class assignments
* Assist in the preparation of daily routines
* Assist the teacher with class projects
* Guide and tutor the pupils in understanding the work taught
* Take attendance register
* Provide feedback on pupils where necessary
* Provide assistance necessary in other functions of the school

**Land Management Division**

***Land Assistant Officer (LAO)***

**October 2013 – November 2015**

* Assist Supervisor with the review of applications with respect to various uses of State Land.
* Review Land and Survey files, identify and execute the necessary actions which may include but is not limited to Notices, District Revenue Office (DRO), requesting Inspection reports and Survey Plans, State Agricultural Licence, Letters of Offer, Chief State Solicitor.
* Provides information to external agencies and immediate supervisor.
* Solicit legal advice and act upon advice received.
* Interview members of the public, obtain information with respect to their matter and inform them on their status and next step to be taken in a timely manner.
* Participate in Outreach Programmes.
* Prepare and maintain records of work performed.
* Assist in the preparation of Draft Notes for Cabinet.
* Utilization of the Land Information System of Trinidad and Tobago (L.I.S.T.T.) and Parcel Viewer which includes updating information on files, entering new data, reviewing of scanned files and documents, and transfer of files to the respective officers.
* Preparation of letters granting permission to the proposed tenant for submission for WASA, T&TEC, Agricultural Development Bank and Regional Offices.
* Assist on various site visits.
* Lend guidance to On the Job Trainees as necessary.

**Republic Bank Limited**

***Clerical Assistant (Support and Sales/Loans Department)***

***Teller (Part-time)***

**October 2012 to April 2013**

* Provide excellent customer service and care
* Adaptation to challenging situations
* Multitask
* Develop new skills quickly
* Undertake my duties in a keen and accurate manner

**Caribbean Agricultural Research and Development Institute- CARDI**

***Research Intern- Department of Resource Mobilization Monitoring and Evaluation Unit***

**June 2011 to August 2011**

* Research other Agricultural collaborators that can assist CARDI in their projects.
* Writing up minutes for meetings and forums.
* Assist in the preparation of concept notes.
* Assist in the development of project proposal documents.
* Assist in maintaining portfolio of external funding agencies.
* Assist in maintaining portfolio of externally funded projects
* Conduct desktop research activities.

**Ministry of Finance- Valuations Division**

***Clerical Assistant***

**June 2010 to August 2010**

While at the Ministry of Finance I was appointed as an on-the-Job-Trainee- Clerical Assistant where I was involved in the organization of historical data and written documents which pertained to the Commissioner of Valuations Division

**OTHER EXPERIENCES**

I have been associated with various Clubs/ Groups whilst my stay at the University of the West Indies, where I have contributed to various activities to me tertiary studies and life goals. These groups are:

* Environmental Society of the University of the West Indies – Member
* Biology Society of the University of the West Indies- Member
* Agribusiness Society of the University of the West Indies- Member

In 2007 I was also involved in Community Service through El Dorado East Secondary where I provided selfless service to those in need.

**EDUCATION**

**2009 to 2012**

**University of the West Indies**

***Bachelor of Science (Hon.)***

***Agribusiness Management***

**2002 to 2009**

**El Dorado East Secondary School**

***CXC***

***CAPE***

**OTHER COURSES COMPLETED**

**Computer Literacy**

***Microsoft Office Suite- Microsoft Word, Excel, Powerpoint***

**REFERENCES**

* **Mrs. Sabita Vincent**

**Guardian Life Limited**

**Financial Advisor**

Telephone No: 296-3091

* **Mr. Deenauth Jagdeo**

**Ministry of Social Services**

**Social Welfare Officer**

Telephone No: 789-6480