Massy Supermarket,

Mid Center Shopping Plaza,

Southern Main Rd,

Chaguanas.

The General Manager,

I hereby apply for the post of staff within your organization. I have attended the Cotton Field Secondary School (C.F.S.S), Essequibo Coast, Guyana, during the period 2005 to 2010.Also I have study at the University Of Guyana, through the IDCE Center a business related course (Supervisory Management) where I gain a distinction. My skills also include computer literacy in Ms. Words, Ms. Excel ,Ms. Access, Ms. PowerPoint .

I gain a two year work experience in the accounting field at the Alphonso Group Of Companies Ltd as a accounts clerk. Also I worked along with Sunfoods Ltd in the sales & merchandising field for over a two year period.

My Educational experience has helped me to develop initiative, judgment and ability to work well with others and the willingness to work long hours and accept responsibilities .

The attached Resume provides details of my educational background, qualifications and contact information.

I would be available to attend for interview at any mutually convenient time.

Yours sincerely,

Kimwattie Bisasar.

**RESEUM :**

Name : Kimwattie Bisasar.

Address : 21 Persad Lan, Off Pancham St.

Felicity, Chaguanas.

Tele. No : 18684872125

**Educational Background** :

Caribbean Secondary Education Certificate (C.S.E.C )

Subjects Grades

English A Two

English B Two

Integrated Science Two

Mathematics Three

Office Procedure Two

Principles Of Business Two

Social Studies Two

Institute Of Distance And Continuing Education.

Areas Passes

MS Windows XP A

Ms Words A

Ms Excel A

Ms Access A

Ms PowerPoint A

Work Experience :

Accounts Clerk at the Alphonso Group Of Companies two years period.

Merchandiser at Sunfoods Enterprise two years period.

Career Goals :

To enhance my skills to achieve advancement in organization hierarchy level.

**RESUME**

Kimwattie Bisasar

Personal Data

Addresss

……………………………..

E-mail : [Kimbisasar@gmail.com](mailto:Kimbisasar@gmail.com)

Telephone: 651-6554, 654-3656

Career goals

To develop my ………………………………………………………………………………………………………………………………………………………………………………………

Education

2005-2010 Cotton Field Secondary School, Caribbean Examination Council Secondary Examination.

**Subject Area** **Grades**

English A Two(2)

English B Two(2)

Mathematics Three(3)

Social Studies Two(2)

Integrated Science Two(2)

Principles of Business Two(2)

Office Administration Two(2)

2011 University Of Guyana (Institute Of Distance And Continuing Education), computer course in –

**Subject Area** **Grades**

Ms. Words A

Ms. Excel A

Ms. Access A

Ms. Powerpoint A

2014-2015 University of Guyana (Institute Of Distance And Continuing Education, business related course

**Subject Area** **Grade**

Supervisory Management Distinction

Work Experience

2011- 2014 Accounts Department, Alphonso Group Of Companies Ltd.

2014- 2016 Merchandising Field, Sunfoods Enterprise.