**ANISA SHAH – DANIEL**

**# 8 ADJAM STREET, TACARIGUA**

TEL # 1- 868-769-7769 / EMAIL: anisashahdaniel@gmail.com

Date of Birth : 4th December 1979

Marital Status : Separated

Nationality : Trinidadian

***General Objective:*** to be a part of a dynamic group that allows for growth and development of its employees. Where support, enhancement and utilization of my skills are both allowed, apprecited and encouraged.

***EDUCATION:***

2010 Servol Management Training

1998 – Interior Design / Decorating

John Donaldson Technical Institute

1997-1998 CXC/ GCE PASSES

English A II

English B III

History III

P.O.B. III

Economics D

***WORK HISTORY***

2004 – Present: Adolescent Development Programme **(A.D.P.)**

Servol Limited/Ministry of Education

***Role and Responsibilities:***

* To deliver the syllabus in an effective and efficient manner
* To discipline the trainees
* To do basic accounts for the running of the Centre
* To meet, greet and deal with any concerns of the Parents/ Guardians of the Trainees
* To safe guard the well-being of the Centre as well as the Trainees
* To Fundraise for the Department/ Centre
* To motivate and mentor the trainees
* To write Lesson Plans for the different session to be taught
* To submit Weekly Reports
* To keep an updated Log

2003 – 2004: Executive Administrative Assistant

Westport Limited

**Role and Responsibilities:**

* To meet, greet and deal with any concerns of the clients, customers and employees
* To manage the pay roll of the employees
* To do basic accounts for the operations of the Company
* Receptionist Duties
* To trouble shoot any concerns on a daily basis
* To manage the Linx and Credit Card transactions
* To manage various stores
* Minute taking
* Data entry
* Updating and maintaining the filing sysytem

2002- 2003: Executive Administrative Assistant

Person Associated with Visual Impairment (PAVI)

**Role and Responsibilities:**

* To meet, greet and deal with any concerns of the clients and stakeholders
* To do basic accounts for the operations of the Organization
* To assist the President and Executive Director on a daily basis
* Minute taking
* Data entry
* Updating and maintaining the filing system
* Organising and Supervising Fundraising Events

***INTEREST/ HOBBIES***

* Reading
* Interacting with people
* Motivating others

***REFERENCES:***

Michelle Mohammed

Supervisor Massy Store

Tel# 1-868-745-1366

Dianne Endeavour

Field Coordinator

Servol/Ministry of Education

Tel # 1-868-682-7172

**ANISA SHAH – DANIEL**

**# 8 ADJAM STREET, TACARIGUA**

TEL # 1- 868-769-7769 / EMAIL: anisashahdaniel@gmail.com

8th November 2016

Human Resource Manager

Massy Stores Limited

Wrightson Road

Port of Spain

Dear Sir / Madam:

I am writing to apply for any ***Part Time Position*** that I may be qualified for within the Organization. I am an honest, hardworking and self-motivated individual.

I enjoy challenges in a fast paced environment and also welcomes the opportunity for growth, development and intellectual stimulation.

Please find attached a copy of my Resume for your perusal. Looking forward to a favourable response.

Thanking you in advance for your kind consideration.

Yours Respectfully

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***ANISA SHAH – DANIEL (MRS.)***

**ANISA SHAH – DANIEL**

**# 8 ADJAM STREET, TACARIGUA**

TEL # 1- 868-769-7769 / EMAIL: anisashahdaniel@gmail.com

8th November 2016

***To Whom It May Concern***

Dear Sir / Madam:

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***ANISA SHAH – DANIEL (MRS.)***