RESUME

**Name:**  Anita Jagroo

**Address:** #2 El Carmen Trace St. Helena

**Date of Birth:** 26th May, 1977

**Marital Stauts:** Married

**ID No.:** 19770526056

**Mobile Ph No.:** 730-0894

**N.I.S:** 10 129 1085

**Driver’s Permit No:** 923535

**Objective:**

To achieve success and preformed each working task efficiently with highly of good reputation and excellent professional services.

**Education:**

**1989 Tunapuna Primary Government School**

Mathematics - pass English - credit

Comprehension Composition Writing - pass  
  General Paper - pass

**1997** **C.L.I.C.K**

Certificate of Completion:

Computer Literacy

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**1994 PITMAN**

Certificate of Completion: Typewriting

**1994-1995 SHARON'S SEWING SCHOOL**

Certificate of Completion:  
Pattern Drafting, Dressmaking & Designing

**Employment History:**

**CENTRAL PLUMBING & HARDWARE LIMITED November 2008 - 2016 to Present**

Quotations and Invoicing

Telemarketing

Sales Knowledge in Hardware Products

Purchasing

Accounts Receivables

Accounts Payable

**D'ABADIE DISCOUNT HARDWARE LTD 2005 - 2006**

* Quotations and Invoicing
* Telemarketing
* Sales Knowledge in Hardware Products
* Invoicing Government Purchase Orders

Purchasing (Additional duties assign by supervisor)

**BHAGWANSINGH'S HARDWARE LIMITED 2001 – 2005**

* Quotations and Invoicing

Telemarketing

Sales Knowledge in Hardware Products

* Filling

**NAIPUAL'S SUPERMARKET 2001**

* Cashier

**CUREPE TERMINAL MALL 1996**

* *(*TUTOR) Pattern Drafting & Dressmaking

**HOBBIES:**

Drawing

* Reading

**REFERENCES:**

Available upon requset

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| **I wish to apply regarding my qualifications and skills.** | | | | | |
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| **I have enclosed a copy of my Curriculum Vitae outlining all the necessary details of my academic qualifications and achievements to date.** | | | | | | |
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| **I am a very ambitious and hardworking individual who will devote my efforts in the development of your company.** | | | | | | |
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| **I thrust and hope that my application will be considered. I will be very much able to attend an interview at your convenience.** | | | | | | |
| **Thank you in advance for your generosity and consideration.** | | | | | | |
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| **Yours Faithfully,**  **ANITA JAGROO** | |
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