**RESUME**

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| **SANGEETA SOOKRAJ** | |
| #18 Henry Street, East, Orange Valley,  Couva  **Tel: 1-868-716-5995** | |
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**PERSONAL DATA:**

**Date of Birth:** 6th November, 1993

**Sex:** Female

**Marital Status:** Single

**E-mail:**  [sangeetasookraj16@gmail.com](mailto:sangeetasookraj16@gmail.com)

**EDUCATIONAL BACKGROUND:**

* 1998-2005 Orange Valley Government Primary School
* 2005-2010 Couva West Secondary School
* 2010-2013 Academic College for Excellence

**QUALIFICATIONS:**

**C.X.C O’ LEVELS GRADES**

Mathematics II

English III

Social Studies III

Principles of Business III

Office Administration III

Integrated Science III

**CAPE: UNIT 1 GRADES**

Management of Business IV

Sociology V

Communication Studies V

Economics VI

**UNIT 2 GRADES**

Management of Business IV

Sociology IV

Caribbean Studies V

Economics IV

**ADMINISTRATIVE CAREER TRAINING INSTITUTE & RECRUITMENT AGENCY**

**Courses Completed & Certificates Attained:**

Administrative Assistant Course (Online) Grade B+

Accounts, Payroll & Taxation (In-House) Grade A

Computer Literacy Course (In-House) Completed

Office Assistant (In- House) Grade A

With computerized typing – 64 WMP

**WORK EXPERIENCE:**

**Abhishek’s Copy & Stationary Shop: - July 3rd, 2013 to September 13th, 2014**

Duties include:

* Typing
* Printing
* Book Binding
* Photocopying
* Laminating
* Sales
* Telephone Operator
* Faxing

**Under the O.J.T Contract (On the Job Training)**

**County Medical Officer of Health: - September 15th, 2014 to July 3rd 2015**

**CMOH Caroni, Ministry of Health** Duties include:

* Registry
* Typing
* Faxing
* Photocopying
* Filing
* Telephone Operator

**Under the O.J.T Contract (On the Job Training)**

**(Contract Ended on July 3rd 2015)**

**AREAS OF SKILLS:**

* Self- Motivated to work independently or within groups
* Active, dedicated and responsible to work in a prompt environment.
* Adapt quickly to learning new skills and concepts.
* Positive attitude with the profound communication skills both written and verbally.

**REFERENCES:**

Name: Andre Bridgelal

Job Title: Acting Accounting Assistant, CMOH Caroni

Contact No.: 744-3105

Name: Sieunarine Babwah MSc.

Job Title: Harbour Control Manager (Ag), POSINCO, Port Authority of Trinidad & Tobago

Contact No.: 710-3756 / 769-0619

Name: Pt. Narine Persad

Job Title: Hindu Marriage Officer

Contact No.: 673-0423

#18 Henry Street, East,

OrangeValley,

Couva.

**To Whom It May Concern**

Dear Sir/ Madam,

I, Sangeeta Sookraj, wish to apply for the position a Cashier within your organization that suits my qualifications and experience.

I have 2 years working experience as an administrative assistant. My skills set include:

a general proficiency in Microsoft, Office Administration, and a working knowledge of office equipment including telephones, computers, fax machines and copies.

As an employee with your organization, I am prepared to work diligently to enhance my skills and knowledge. Furthermore, I work well with others and I am confident that my qualities will be an asset to your organization.

Enclosed is my resume for your kind consideration.

Thanking you for your favorable response.

Yours Respectfully,

**SANGEETA SOOKRAJ**