Massy Stores

39A Wrightson Road, Port of Spain

Trinidad W.I.

Dear Sir/Madam,

This letter serves to introduce myself to your organization. Having already completed a Certificate in Business Management and Technology at the University of the West Indies Open campus, South University Centre, Trinidad & Tobago, I would like to apply for any position in your organization which best suits my qualifications.

My area of study, together with my other qualifications, offers me the belief that some of the core elements of such an occupation not only entails learning about the respective concepts, but also involves being part of an association and gaining better understanding from an internal point of view, the core reason behind my interest to work under your association. I assure you in my capabilities of making a valuable input thus ensuring the development and enrichment of both the organization and myself. Thank you in advance.

Enclosed is a copy of my resume.

Yours Respectfully

Saarana Ramroop

Saarana Ramroop

#18 Dillon Drive, Mon Desir Road, Silver Stream Trace, South Oropouche.

Date of Birth : 2nd October 1993

Contact Information: 345-6295/317-3839/386-8135

Email: saaranar@outlook.com

**Objectives**

To position myself in a dynamic and mentored establishment where I would be able to offer my services and make valuable contributions thus resulting in the development and enhancement of both the establishment and myself.

EDUCATION:

Iere High School,Siparia

*September 2004-August 2009*

CXC ‘O’ Levels.

●English A: Grade I

●Mathematics: Grade III

●Principles Of Business: Grade II

●Spanish: Grade III

●Office Administration: Grade II

UNIVERSITY OF THE WEST INDIES, OPEN CAMPUS,SAN FERNANDO

*September 2009 – May 2011 | UWI South Open Campus*

Certificate of Business Management & Technology

●Business Communication: Grade A

●Principles of Management&Organization: Grade A

●Mathematics for Business Purposes: Grade A

●MicroCompters&Networked Systems: Grade A

●MicroEconomics: Grade B

●Quantitative Methods: Grade B

●MicroEconomics & A Global Perspective: Grade B

●Production Control & Marketing: Grade C

●Human Resource Management: Grade B

●Entrepreneurship & The Caribbean Business Environment: Grade B

●Business Accounting & Financial Analysis: Grade A

●Information Technology: Grade B

*May 2012-August 2012 | UWI South Open Campus*

●Certificate in Supervisory Management(I)

WORK EXPERIENCE

●Vacation Trainee Programme 2012 – Arcelor Mittal, Point Lisas.

●Vacation Trainee Programme 2013(Health&Safety Department)- Arcelor Mittal, Point Lisas.

●Ramatally’s Unipet Service Station: Cashier.

●Pennywise Cosmetics Ltd : Sales Representative (Johnson&Johnson).

.

REFERENCES AVAILABLE UPON REQUEST

●Mr. Kimraj Ramroop

ArcelorMittal

340-4265

●Mr. Randy Mungroo

Sergeant ǀ Fyzabad Police Station

385-1736

●Mr Imran Ramatally

Unipet Service Service Station, Fyzabad

678-1203

●Pennywise Cosmetics Ltd (Gulf-City)

652-9191