**Kadijah Bedeau**

Lp# 27B Upper Abbe Poujade Street,

Carenage.

Contact: 1-868-374-0286

Email: kadijahbedeau1@gmail.com

To Whom It May Concern:

**Re: Application for an available position within your organization.**

Dear Sir/Madam,

I am writing to express my interest for the position of **Business Operations Assistant I** within your organization. During my job search and conversations, I have come to respect the proficiency that characterizes individual workplace. I am confident that within this company if I am to achieve employment that its team values and objectives would highly complement my own strengths and enthusiasm.

I have a special interest in acquiring new skills, I enjoy challenges and if given the opportunity I will be a great asset, to gain valuable work experience and I am confident that being a part of your dynamic team I can add to the level of success and reputation to your company.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. I look forward to hearing from you.

Thank you for your time and consideration. Enclosed, I would like present my application letter and accompanying resume.

Yours sincerely,

Kadijah Bedeau

**KADIJAH BEDEAU**

Lp# 27B Upper Abbe Poujade Street,Carenage, Trinidad.

1-868-374-0286

[kadijahbedeau1@gmail.com](mailto:kadijahbedeau1@gmail.com)

**PROFILE**

A responsible and open-minded individual seeking a secure opportunity for growth and development within a result oriented organisation. I am a quick learner and eager to be challenged, where I can grow and improve my skills gained throughout all valuable experiences. I enjoy meeting new people and assisting them in any way necessary. I work effectively independently and also amongst groups to achieve objectives on time and with excellence.

**EDUCATION**

**Sixth Form Government (2013-2014)**

**Cape Upper Six**

* Communication Studies Grade 2
* Environmental Science Grade 2
* Economics Grade 3
* Sociology Grade 4

**Sixth Form Government (2012-2013)**

**Cape Lower Six**

* Economics Grade 3
* Environmental Science Grade 3
* Sociology Grade 4
* Caribbean Studies Grade 4

**Woodbrook Secondary School (2007-2012)**

**CXC (O’Levels**)

* English A Grade 1
* English B Grade 2
* Social Studies Grade 2
* Office Administration Grade 2
* Spanish Grade 3
* Biology Grade 3

**\*Currently pursuing Associate’s Degree in Occupational Health and Safety at COSTAATT**

**ACHIEVEMENTS**

**Gold Medals and Certificates**

* Outstanding performance in English Language
* Outstanding performance in Office Administration
* Top performance in Economics
* Participation in Ministry of Finance’s Caricom Essay
* Participation in Ministry of Labour One (1) Day Employment Service Seminar

**WORK EXPERIENCE**

**St James Medical Complex September 2014 – September 2016**

* Clerical Assistant (On-the-job Trainee)

**Hadco Ltd. HD Café June 2016 – August 2016**

* Service Champion

**VOLUNTEER**

**Special Olympic Sports Day** **2012-2013**

* Volunteer Worker

**SKILLS**

* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office Power Point
* Computer Literate
* Transcriptions
* Conducting/Receiving Telephone Calls

**REFERENCES**

* Ms. Antoinette Wilson

Transcriptionist

Phone: 1868396-6490

* Ms. Veronica Maitland

Juvenile Home Supervisor

Phone: 1868371-0965

* Ms. Allene Jeremiah - Calder

Medical Transcriptionist

Phone: 1868739-9289.