LP#156 Mungal Trace

Orange Field Road

Carapichaima

Human Resource Manager

It is with great interest and enthusiasm, I, Astra Tidd, wish to apply for any vacant position, which meets your staff requirements, within your organization. I know that I will be able to make a positive contribution to your organization, if I am given the opportunity, to expand my knowledge and experience in your organization.

Being a honest and dependable young woman, I am very committed and industrious with the ambition to succeed in everything I do and also possess excellent communication skills. I know these qualities will make a definite asset to your organization.

Attached is a copy of my Curriculum Vitae, with my academic achievements and references, also my work experiences. Thanking you in advance for considering my application and allowing me the opportunity to introduce myself to your organization.

Respectfully

ASTRA TIDD

**ASTRA TIDD-ST. CYR**

**#156 Mungal Trace, Orange Field Road, Carapichaima**

[**astra\_tidd@hotmail.com**](mailto:astra_tidd@hotmail.com)

**369-2508/365-2454**

**EDUCATION:**

CTS SCHOOL OF BUSINESS AND COMPUTER SCIENCE – INCOMPLETE

COUVA PRIVATE GRAMMER (RAMK): Sept’ 2001 – June 2002

CARAPICHAIMA SENIOR COMPREHENSIVE: Sept’ 1999 – June 2001

Hotel School via Civilian Conservation Corps – Front Desk Receptionist

**QUALIFICATIONS:**

Office Procedures 2

Accounting 2

Typing 2

Business 3

English 3

Maths 3

**WORK EXPERIENCE:**

Maria's Fashion and gift Shop, Dec 2015 - jan 2017

Position: Manager

Hadco, June 2011 - Aug 2013

Position: Merchandiser

M & D Nov 2010 - May 2011

Position: Merchandiser

Ministry of Finance, VAT Office – Jan 5th 2007 – April 2008

Position: Tax Surveillance Unit Clerk (TSU)

Hand Arnold Trinidad Ltd, Accounts Department

Position: Accounts Clerk

TSTT DSM Plaza Chaguanas, Repairs Department

Position: Test and Dispatch Clerk

**ACTIVITIES:**

Netball, Football, Singing and meeting new people

**REFERENCES:**

Mitchell Guerra

Contractor

344-1990/332-9987

Patrick Joseph

Supervisor

299-1472

John Andrews

Retiree Damus

388-4403