#15 Sand Pitt Road,

Quarry Village,

Siparia.

**TRINIDAD WEST INDIES.**

21st March, 2017

**ATTENTION: THE HUMAN RESOURCE MANAGER**

Massy Stores (Trinidad)

39A Wrightson Road,

**PORT OF SPAIN.**

Dear Sir/Madam,

**Re: Application Letter and Resume.**

I wish to apply for a vacancy which is comparable to my qualifications within your Organization. I have enclosed my resume in support of my application for your perusal.

In recently completing my Bachelor of Business Administration degree, I believe that it has prepared me well to take on new challenges and contribute effectively to an organization. As a student I have been involved in group projects and also completed additional courses at my university in critical thinking and managing high performance teams, which has allowed me to work closely with my peers while developing strong team working and organisational skills.

I am very eager to begin my working career, willing to learn and take on new responsibilities. I believe that my qualifications will meet your requirements and I would appreciate an opportunity to demonstrate this further. If given the opportunity, it will be an interesting and exciting challenge for me. I look forward to discussing my application with you at an interview. I can be contacted at all times by telephone numbers 336-9843 or 649-0429 or by email address at annisa2ali@gmail.com.

Thanking you in advance for your time and consideration.

Yours sincerely,

Annisa Ali

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*Enc. Resume*

**ANNISA ALI**

#15 Sand Pitt Road, Quarry Village, Siparia.

**PERSONAL INFORMATION**

**Gender** : Female

**Date of Birth** : 28th October, 1994

**Telephone Number** : 336-9843/649-0429

**Email Address** : [annisa2ali@gmail.com](mailto:annisa2ali@gmail.com)

**Marital Status** : Single

**CAREER OBJECTIVES**

I am a highly motivated former Business Administration student, seeking a generalist position in any suitable department where I can use my knowledge in Business to carry out various responsibilities. I want to excel in this field with hard work, perseverance and dedication.

**EDUCATION**

School of Higher Education 2016-2017

School of Business and Computer Studies 2013-2015

Fyzabad Anglican Secondary School 2006-2013

Erin Road Presbyterian School. 1999-2006

**QUALIFICATION**

**School of Higher Education**

*Courses*

Bachelor of Business Administration (BBA) (2017) *(All courses completed. Certificate to be received in June 2017)*

*Subjects*

Business Research Methods

Consumer Behaviour

Critical Approaches to Management

Enterprise: Concepts and Issues

Managing the Service Experience

Marketing Communications

Project Management

Strategic Management

**School of Business and Computer Studies**

*Courses*

The Association of Business Executives- ABE Level6 Diploma in Business Management (2016)

*Subjects*

Corporate Strategy and Planning

International Business Case Study

Managing in Organization

Project Management

Strategic Human Resource Management

The Association of Business Executives- ABE Level5 Diploma in Business Management (2015)

*Subjects*

Economics for Business

Financial Accounting

Human Resource Management

Managerial Accounting

Marketing, Policy, Planning and Communication

Organizational Behaviour

Quantitative Methods for Business Management

The Business Environment

*Other courses*

Critical Thinking (2013)

Managing High Performance Teams (2013)

Life Skills Training in- The Professional Edge Seminar (2013)

**Fyzabad Anglican Secondary School**

*C.X.C CSEC (General Proficiency)*

*Subjects Grades*

English A II

French III

Information Technology I

Integrated Science II

Mathematics I

Principles of Accounts II

Principles of Business I

Spanish II

*C.X.C CAPE (Unit 1)*

*Subjects Grades*

Accounting II Communication Studies III

Economics III

Management of Business II

*C.X.C CAPE (Unit 2)*

*Subjects Grades*

Accounting I Caribbean Studies II

Economics III

Management of Business III

**WORK EXPERIENCE**

No work experience.

**COMMUNITY/ INVOLVEMENT/VOLUNTEER WORK/ETC**

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| --- | --- | --- |
| Fyzabad Anglican Secondary School | Placing 3rd For French in Form Five  (Certificate of Merit) | 2011 |
| Fyzabad Anglican Secondary School | Placing 3rd For Integrated Science in Form Five  (Certificate of Merit) | 2011 |
| Fyzabad Anglican Secondary School | RBTT Young Leaders  (Certificate of Achievement) | 2010 |
| Fyzabad Anglican Secondary School | Australian Mathematics Competition  (Certificate of Proficiency) | 2010 |
| Fyzabad Anglican Secondary School | Australian Mathematics Competition  (Certificate of Credit) | 2009 |
| Ministry of Agriculture, Land and Marine Resources | Home Gardening- Vegetable Cultivation  (Certificate of Participation) | 2009 |

**INTERESTS AND ACTIVITIES**

Home Gardening, Cosmetology and Zumba Dance Fitness.

**REFERENCES**

**Lystra Hajarie Leaina Gosine-Wilkie**

No. 31 Fyzabad Branch Road Marabella

Quarry Village, Siparia. **(Quality Assurance Personnel)**

**(Former Teacher)** 337-1820

649-1740/ 305-2597