Vishala Mohammed

Ramgoolie Trace,

Chin Chin Road,

Cunupia.

April 19th , 2017

Dear Sir / Madam,

I am currently pursuing my Bachelors degree in Business Administration on a scholarship at CTS College of Business and Computer Science, and I am writing to enquire if you have any vacancies in your company.

I am a conscientious person and I am eager to learn from others. I am also honest and keen to work for a company with a high profile and great reputation like yours. I believe that I am a liable asset to your organization as I intend to add value to Massy Stores by positively impacting profitability and productivity.

Enclosed is a copy of my resume, which outlines my credentials. I would be delighted to discuss any possible vacancies at your convenience. I can be reached via telephone at 718-9913 or 496-4120 or via e-mail at vishalam98@aol.com .

Thank you for your consideration.

Respectfully,

Vishala Mohammed

Vishala Mohammed

Address: Ramgoolie Trace, Chin Chin Road, Cunupia.

Mobile 1: 496-4120 Mobile 2: 718-9913

Email: vishalam98@aol.com

**EDUCATION**

* *CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE (February 2016)*

Certificate in Payroll and Taxation Management - Grade A

* *CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE (July 2015 - December 2015)*

ABE Diploma in Business Management

* *SARASWATIE GIRLS’ HINDU COLLEGE (2010 – 2015)*

CXC CSEC Examinations

|  |  |  |
| --- | --- | --- |
| SUBJECT | PROFICIENCY | GRADE |
| Economics | General | One |
| English A | General | One |
| Integrated Science | General | One |
| Mathematics | General | One |
| Principles Of Accounts | General | One |
| Principles Of Business | General | One |
| Social Studies | General | Two |
| Spanish | General | One |

* *CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE (July 2006)*

Certificate in Computer Literacy - Grade A

* *CUNUPIA GOVERNMENT PRIMARY SCHOOL (2003 – 2010)*

Wrote Secondary Entrance Assessment (SEA)

**AWARDS AND ACHIEVEMENTS**

* Perfect Record of Punctuality and Regularity (School Year 2013 – 2014)

**REFERENCES**

References will be furnished upon request.