COVER LETTER

Anjalee Ramlochan

51 Rock River Road,

St Helena,

Trinidad.

Email: [anjramlochan@gmail.com](mailto:anjramlochan@gmail.com)

Mobile: 760-6708

*ATTN: HUMAN RESOURCE DEPARTMENT*

Dear Sir/ Madam,

I, Anjalee Ramlochan, am a hardworking and enthusiastic individual. I would like to apply for a position of either grocery attendant- cashier or replenisher.

As a recent graduate and a current student I have developed strong communication skills:including all levels of communication such as verbal/speaking, interacting with people, writing and expressing clearly. I am also aware of how to be a team player and also picked up leadership qualities with reference to working with others in a group, sharing information, helping each other when facing a problem, properly dividing tasks between team members and can lead others (and myself) and take responsibility whenever things go wrong. I have also developed great organizational skills such as managing time and resources in order to reach the goal but also the ability to work under pressure in a fast paced environment. Also I am able to adapt with new situations and circumstances and think of many ways to solve a problem.

I would very much appreciate the opportunity to demonstrate my capabilities to you in person. I believe that I have a lot to offer to your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at any time on the details provided above.Thanking you in advance.

Yours Respectfully,

Anjalee Ramlochan

CURRICULUM VITAE

**Name:** Anjalee Ramlochan

**Address:** #51 Rock River Road, St. Helena, Piarco, Trinidad

**Phone #:** (868) 760 6708

**Date of Birth:** 15th February, 2000

*OBJECTIVE: To secure a job that will strengthen my interpersonal skills, while I strive to make an invaluable contribution to the organization’s greater success.*

***EDUCATIONAL BACKGROUND***

**2004-2011**

**CARONI HINDU PRIMARY SCHOOL**

* Creative Writing
* Mathematics
* Language Arts

**2011-2016**

**SARASWATI GIRLS HINDU COLLEGE**

* Mathematics General (I)
* English A (I)
* Principles of Business General (I)
* Principles of Accounts General (II)
* Information & Technology General (II)
* Caribbean History General (II)
* Human and Social Biology General (I)
* Social Studies General (II)

**2016 –PRESENT**

**UNIVERSITY OF THE WEST INDIES (UWI) OPEN CAMPUS**

* Undergraduate Certificate Course in Human Resource Management

**AWARDS**

Saraswatie Girls Hindu College:

**Perfect Record of Regularity & Punctuality Award**

*September 2011-2015*

**Dean's List Award**

*September 2011-2014*

Australian Mathematics Competition

Certificate of Credit (2013-2014)

Certificate of Proficiency (2015)

**EXTRA CURRICULAR ACTIVITES**

**HOBBIES**

* Football
* Socializing

**REFERENCES**

Bradley Phang Foo Kavita Kallipersad

Police Officer ACCA Student/ CSR/ Filing Clerk

Felicity San Juan

Contact: (868) 399-3018 Contact: (868) 747 1462