**Sara Aliea Ramlal**

Email:sararamlal60@gmail.com

Telephone No: (868) 399-6523/ (868) 330-1321

#10 Santa Cecelia Trace,

San Francique Road,

Penal.

21th June, 2017

Massy Stores Head Office

39A Wrightson Road, Port of Spain

Trinidad W.I.

Dear Sir/Madam

I would like to apply for a job position within your prestigious company.

I am still a student at Siparia West Secondary where I study cape level and I’m really looking for a job during the July/August vacation.

I am very hard working, ambitious, efficient and punctual individual. If given the opportunity, I vow to work very hard in getting the job done.

Thanking you in advance for your kind corporation towards this application.

Yours Sincerely,

Sara Ramlal

**RESUME**

**NAME:** Sara Aliea Ramlal

**ADDRESS:** #10 Santa Cecelia Trace,

San Francique Road, Penal

**CONTACT NO:** (868) 399-6523/ (868) 330-1321

**DATE OF BIRTH:** October 25th, 1998

**GENDER:** Female

**NATIONALITY:** Trinidadian

**QUALIFICATION:** Principles of Accounts- III

Principles of Business- III

Office Administration- III

E.D.P.M- I

English- III

**HOBBIES:** Interacting with people, Cricket, Football

**WORK EXPERIENCE:** Maloo’s Enterprises Ltd.

1 year Food Catering

The Dental Office

Rampersad Plaza, Penal

3 Months – Receptionist

**REFERENCE:** Trisha Cupid

Tel: (868) 331-7142

Candice Sampson

Tel: (868) 313- 7462