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| #220B Kanhai Road North Barrackpore  1(868)-470-0885 | [kr4981@gmail.com](mailto:kr4981@gmail.com)  D.O.B: 19/06/1993  Female ǀ Single | **Kamini Roopnarine** |

**education**

**BARRACKPORE EAST SECONDARY SCHOOL (2005- 2010)**

**CXC General Proficiency**

English A (Language) Grade 2

Mathematics Grade 3

Integrated Science Grade 2

Information Technology Grade 2

Office Administration Grade 2

Principles of Accounts Grade 2

Principles of Business Grade 2

Spanish Grade 2

**BARRACKPORE EAST SECONDARY SCHOOL** **(2010-2012)**

**CAPE Advance Proficiency**

Communication Studies Grade 2

Caribbean Studies Grade 2

Economics Grade 5

Management of Business Grade 3

**UNIVERSITY OF TRINIDAD AND TOBAGO (2013- currently)**

Bachelor of Education

Primary Specialization

**Professional Experience**

**Bartlett’s Drugs**

**ACCOUNTS CLERK**

* Managed sales ledgers and invoices.
* Assisted the packing and management of stock.

**Ministry of Education**

**STUDENT AIDE**

* Assisted the academic needs of a visually impaired student.
* Recorded official documents on student’s progress.
* Directed student to appropriate facilities.

**Rattan’s Clothes Store**

**SALES CLERK**

* Provided assistance for customers.
* Stock merchandise for sale.

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office 2010 -2013
* Bilingual (Spanish and English)

**referEnces**

Deena Ramjewan,

Supervisor,

Republic Bank Limited.

Telephone: 652- 2522

Vidyia Bachan,

Principal,

Barrackpore Vedic School.

Telephone: 654-2743

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Kamini Roopnarine

#22OB Kanhai Road North, Barrackpore 29th June, 2017

[kr4981@gmail.com](mailto:kr4981@gmail.com)

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

I hereby apply for a position at this organization. I am a graduate of the Barrackpore East Secondary School where I successfully completed my secondary education, and am currently a student of the University of Trinidad and Tobago (UTT) where I am continuing my Degree in Education. I consider it a privilege to offer my services to your organization. If my application is successful, I will dedicate my energies, skills and talents to the mutual benefit of your firm and myself. If possible an interview is to be deemed I am available. Thank you for your time. Please find enclosed my resume.

Thanking you for your consideration.

KAMINI ROOPNARINE