Résumé

#100 El Dorado Road,

Tunapuna

Dear Sir/Madam,

I am a graduate of the University of the West Indies where I attained a Bachelors of Science degree in Mathematics. I am an honest and motivated individual that would commit myself to my job and respect authority. I work in a time efficient manner and I am well organized. I have excellent communication skills and I am a disciplined team player. I can assure you I will be an asset to your company.

Thank you for your time and consideration.

Sincerely,

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Sanissa Mohan

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|  | Sanissa Mohan |
| 9/27/2017 |  |
|  | 100 El Dorado Road Tunapuna 8682917708 sanissa.mohan@hotmail.com |

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|  | Objectives  To do the best I can in a positive manner.  Education  University of the West Indies  September 2017  Bachelors of Science: Mathematics  experience  Clerical Assistant | Elections and Boundaries Commission (OJT)  2014 – 2015   * Interacting with the public * Working in groups * Completing assigned work in a timely manner   skills   * Highly motivated person with excellent organizational skills. * Quick learner and team player. * Strong work ethics and willingness to work hard to achieve objectives. |