**#47 Bamboo Trace**

**Pepper Village**

**Fyzabad.**

**Email: ameliaragoonanan@hotmail.com**

**Telephone #: 868-390-2876**

To Whom It May Concern,

I am applying for any available position at your company with the hopes that I may work alongside you and your staff to do whatever I can to become a productive and creative member of your team. I am a hard worker, and I am very eager to learn within a professional environment. With a zealous and entrepreneurial spirit, together with having teaching experience, managerial experience, sales clerk experience, cashing experience, I believe that I am well equipped for the job. The strides to which your organization has taken to enhance the knowledge and experience to young individuals has been an inspiration to me, and by allowing me the opportunity to reveal my knowledge would help broaden my horizon and gain experience to work within a well-established organization.

As you can see in the attached resume, my education, skills and work experience thus far has allowed me to further develop and strengthen my practical skills. I believe that I will be a useful and productive member of your company and would appreciate it very much if you consider me, based on my qualifications, for a position at your company. I thank you for your time and I do hope to hear from you soon.

Yours Respectfully,

**Amelia Ragoonanan.**

**AMELIA RAGOONANAN**

**LP, 47 BAMBOO TRACE PEPPER VILLAGE FYZABAD**

**PHONE: 868-390-2876**

**DATE OF BIRTH: 9th MARCH 1995**

**EMAIL:** [**ameliaragoonanan@hotmail.com**](mailto:ameliaragoonanan@hotmail.com)

**OBJECTIVE**

To excel in everything I do and to contribute to the advancement and progress that would benefit me from my skills and training of individuals, fellow employees, management and the organization with the tools and opportunity that would allow me to grow my full potential in which I am employed.

**EDUCATION**

**2013 - 2015: Parvati Girls Hindu College (CAPE)**

Diploma in **Advanced Proficiency**

**ACCOUNTING UNIT 1 IV**

**ACCOUNTING UNIT 2 IV**

**CARIBBEAN STUDIES IV**

**COMMUNICATION STUDIES V**

**ECONOMICS UNIT 1 V**

**MANAGEMENT UNIT 2 IV**

**MANAGEMENT UNIT 1 IV**

Awarded **DEGREE OF ASSOCIATED IN BUSINESS STUDIES**

**2008 – 2013: Parvati Girls’ Hindu College (CXC)**

**MATHEMATICS 3 ENGLISH A 2 INTEGRATED SCIENCE 2 PRINCIPLES OF BUSINESS 2 PRINCIPLE OF ACCOUNTS 2**

**WORK EXPERIENCE**

* Part time Sales Rep, Ramkaran & Narindra Investment ( 6th July 2015 – Present)
* Teacher Aid (On the Job Training Program), Fyzabad Presbyterian Primary School ( 8th Sept 2015 – 8th Sept 2017)
* Assistant Clerical, Fyzabad Presbyterian School ( 24th May 2016 – 24th Nov 2016)
* Sales Clerk, Cashier and Manager, First Priority Music ( 6th June 2015 – 3rd Sept 2016)
* Sales Clerk, Bright Ideas Home Décor ( 10th Dec 2014 – 31st Dec 2014)

**SKILLS AND ACCOMPLISHMENTS**

* Certificate in Peachtree Accounting
* Certificate in Computer Software Applications Level II, Including: **Computer Fundamentals/ How Computer Work. The Internet, Integrated Software: Advanced Microsoft office - Microsoft excel, Microsoft PowerPoint, Microsoft Access, Microsoft Word.**

* Certificate of Participation, in the Uniquely Worthy Motivational Workshop.
* Certificate of Participation, for involvement in Indian Cultural Club.
* Certificate of Recognition, for leadership skills and performance of prefect duties.
* Certificate of Participation, for involvement in Cosmetology.
* Certificate of Distinction, for outstanding service to the national community in promoting Teamwork, Leadership and Community spirit.

**PERSONALINFORMATION**

* Gender: Female
* Hobbies: Temple, Site Seeing, Taking care of animals, surfing the internet and Playing Cricket.

**REFERENCES**

* **Mr. Shastri Sookdeo**

Police Constable

Number 16754

Phone: 868-398-3981

* **Mr. Narindra Ramroop**

Head of department of Human Resource

Petroleum Company of Trinidad and Tobago

Phone: 868-287-8237