SARIKA ANNELLA MOTILAL

#19 Circle Drive, Friendship Village,

Cipero Road, San Fernando.

Tele #: 397-4272 / 385-3158

**The Human Resources Manager**

Dear Sir / Madam,

I respectfully submit this application for any job position in your organization which I may qualify for.

I am currently unemployed and I recently finished pursuing my Microsoft Office Specialist Certificate. I have valuable experiences in sales.

I would relish the prospect of working for your company as I believe that your support and expertise would help me in achieving my full potential. I have a willingness to learn and I am quick at adjustments. I see myself as a self-motivated, enthusiastic, hard working individual who strides to work to the highest standards at all times. I am prepared to assume responsibility and I am confident that you will find my loyalty and dedication to duty a worthy asset to your company.

I sincerely thank you for your time in considering me a suitable applicant. I do look forward to a positive reply from your department and I am willing to attend an interview at your convenience.

Attached is a copy of my curriculum vitae.

Yours Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SARIKA ANNELLA MOTILAL**

SARIKA ANNELLA MOTILAL

#19 Circle Drive, Friendship Village,

Cipero Road, San Fernando.

Tele #: 397-4272 / 385-3158

**Date of Birth : 15th February, 1995**

**Marital Status : Single**

**Sex : Female**

***PROFILE SUMMARY***:

* To be employed in a job that suits my satisfaction and to use my knowledge and experiences as an asset to your organization as well as to improve my productivity towards the workplace.

***EDUCATION:***

* 2015-2016: National Energy Skills Center, Debe Campus.
* 2013- 2015: En-Safe Health and Safety, San Fernando.
* 2007-2012 : St. Madeline Secondary School.
* 2000-2007 : Jordan Hill Presbyterian School.

***QUALIFICATIONS:***

**Caribbean Secondary Education Certificate (CSEC): General Proficiency (2012)**

**SUBJECT GRADE**

Caribbean History Three (3)

English A (Language) Two (2)

English B (Literature) Three (3)

Human and Social Biology Three (3)

Mathematics Five (5)

Social Studies Three (3)

Spanish Five (5)

**Microsoft Office Specialist**

MS WORD

MS ACCESS

MS OUTLOOK

MS SHAREPOINT

MS POWERPOINT

MS EXCEL

***SKILLS AND TRAINING:***

* NEBOSH National General Certificate- Level 1, 2 and 3- 2013:104
* OSHA General Industry- 30 Hours -2013
* NESC Level 1 Computer Literacy Program - 2007

***EMPLOYMENT / EXPERIENCES:***

* Rons Marketing Company Limited – Dec. 2013: June 2014
* Massive Car Rentals- May 2014
* M & A Limited (Toymart)- June 2012-Dec. 2013

***EXTRA CURRICULAR ACTIVITIES:***

* Book Club -2012

***REFERENCES:***

Amarnath Bridgelal

Police Constable #16255

Inter Agency Task Force

Tele #- 1 (868) 687-5003

Gregory Henry

Welding Inspector/Crew Leader

NDTL- Non Destructive Testers Limited

Tele #- 1 (868) 497-7355