Anya Persad

Egypt Avenue, Egypt Village

Point Fortin

277-6004• anyaprince@hotmail.com

# Human Resource Department

Dear Sir/Madam,

I am applying for a position at your company as it pertains to your availability of employment; please find enclosed my résumé for your perusal.

As a motivated, adaptable and resourceful individual, I would welcome the opportunity to be a part of the growth and success of your organization.

I would appreciate being considered for a position at your company and I am available for an interview at your request.

My contact number is 277-6004(M) and my email address is anyaprince@hotmail.com

Yours Respectfully,

Anya Persad

# Résumé

**Anya Persad**

Egypt Avenue

Egypt Village

Point Fortin

Mobile -277-6004

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**Age:** 20

**Objective**

To secure an Administrative position in a dynamic organization, with an environment conducive to my professional and personal growth, where I can make a valuable contribution and influence the delivery of high quality, efficient and effective service.

**Abilities**

* An eye for detail
* Extremely productive in a high volume, high stress, environment
* Self-starter with a can do attitude
* Quick learner
* Hard working

**Employment History**

***Simply Bouge - 2016-2017***

* Kitchen Attendant
* Serving
* Receptionist

***Government Information Services Limited (GISL) (INTERNSHIP) -2015***

* Payroll clerk
* Filing
* Data entry
* Receptionist

***Cocktails Galore - 2013***

* Kitchen Attendant
* Serving
* Receptionist

**Education**

**Holy Name Convent Secondary Point Fortin - 2015**

Principles of Business - Grade II

Information Technology - Grade III

Theatre Arts - Grade III

**Hobbies**

Theatre Arts, Dancing and Swimming

**References**

**Crystal Horne**

**288-8086**

**Jonathan Richards**

**Supervisor (GISL)**

**741-6485**