December , 4th, 2017

**The Human Resources Manager**

**MASSY GROUP**

Dear Sir/Madam,

# I do hereby apply for the position as a Office Assistant or any Vacancy within your organization.

I am the recipient of six CXC subjects and successfully completed the Bachelor of Education program, at University of Trinidad and Tobago (UTT).

If my application is successful, I am willing to attend an interview at your convenience.

Thanking you in advance.

Yours respectfully,

**………..…….…**

**Rohan Sirju**

**Date of Birth : May 5, 1986**

**Marital Status : Single**

**Schools Attended:**

**Primary: - Jordan Hill Presbyterian School**

**Secondary: - Princes Town Junior Secondary School**

**- Princes Town Senior Comprehensive School**

**Tertiary: - Trinizuela College (San Fernando)**

**- University of Trinidad and Tobago (UTT)**

**Successfully Completed The Following Subjects At Trinizuela College:**

**City & Guilds – Process Plant Operation Level III:**

* **Programmed Control**

**City & Guilds – Process Plant Operation Level II:**

### Fluid Flow

* **Process Control**

**City & Guilds – Process Plant Operation Level I:**

* **Science And Calculation**
* **Plant & Plant Service**
* **Materials Processing Liquid And Gases**

**Sucessfully completed:**

Bachelor of EducationatUniversity of Trinidad and Tobago (UTT)

**CXC – General Proficiency**

* Mathematics
* English
* Social Studies
* Office Procedure
* Principle Of Business
* Human And Social Biology

**Enhancement Courses**

* Computers
* Microsoft Project
* Swimming
* First Aid And CPR
* Cash Management and Record keeping
* Supervisory Management
* Occupational Safety And Health Administration (OSHA)
* Health and Safety

# **Special Interests:**

* Football
* Cricket
* Swimming
* Tennis

**Work Experiences:**

1. May 2005 – May 2007

Universal Foods Limited

Point Lisas.

Position: Operator Trainee

1. September 2010- September 2012

Palmyra Hindu School

Position: Trainee Teacher Assistant

1. October 2012- April 2014

Heritage Communication Limited

La Romain

Position: Sales and Marketing Representative.

1. June 2014- November 2015

Princes Town Regional Corporation

Princes Town

Position: Checker (Clerical Assistant)

1. Naturalistics Early.Childhood .Care.Education.

298 Hermitage Village

Claxton Bay

Position: E.C.C.E Assistant Teacher

**References**

* Mr. Dion Persad

Principal Primary

Holy Cross (Primary School)

655-8661

* Ramnarine Thackor

Teacher (111)

Vessigny Government Secondary School

271-1523