Sanaida Mohammed

Exchange Estate Couva

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**PROFESSIONAL SUMMARY**

I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

**SKILL HIGHLIGHTS**

* Proficiency using Microsoft Office
* Office administrative skills
* Ability to interact with customers in a friendly manner
* Have the ability to multitask

**EDUCATION AND TRAINING**

* Chinmaya Vidyalaya High School-Grad 2014.Graduated with a total of eleven cxc subjects. These include:

Chemistry

Human and Social Biology

Social Studies

Business

Geography

Principles of Business

Mathematics

English

Information Technology

Biology

Physics

Two years working experience

**COMMUNITY SERVICE**

Volunteer Service in Chinmaya Mission High School, 2009-2014.

**INTERESTS**

* Swimming
* Exploring outdoor nature