**Adeesha Ramoutar**

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**Calcutta Settlement #1**

**Freeport**

**Phone: 1868-269-5071/**

**1-868-741-8291**

**Email:** [**adeeshar@yahoo.com**](mailto:adeeshar@yahoo.com)

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**PROFILE**

*Self-Directed, responsible and trustworthy individual. Performs duties efficiently, effectively and well organised. Excellent communication skills. A team player; committed to excellence and possesses abilities that go beyond performance of duties.*

**GENERAL EXPERIENCE**

I am a holder of a BSc. in Agribusiness Management. Though my degree states Agribusiness Management, the courses completed is not limited the fact that I can function in other capacities of work. Some of those courses encompass backgrounds of business and accounts. My personal traits, ambition and eagerness for learning have prepared me to provide quality and diligent service. I am energetic and self-motivated. I am equipped with excellent communication skills. I am innovative, intelligent and possess strong analytical traits.

My previous working experiences have contributed to my ability to either work independently or in a team. I am truly goal oriented, determined and with a great passion for excellence. I am a hard worker and work well in a stressful environment. I am flexible meaning that I can adjust to changes quickly.

**PROFESSIONAL EXPERIENCE**

**Jerningham Government Primary School**

***Teachers’ Aide (OJT)***

**October 2016 till Present,**

**San Juan Boys’ Government Primary School**

**January 25th 2016 till June 30th 2016**

* Administer work to students in the absence of a teacher
* Assist in correcting of class assignments
* Assist in the preparation of daily routines
* Assist the teacher with class projects
* Guide and tutor the pupils in understanding the work taught
* Provide feedback and recommendations to students in areas that would help in learning school work
* Provide assistance necessary in other functions of the school
* Provide suggestions in areas where there can be improvement in the school

**Land Management Division**

***Land Assistant Officer (LAO)***

**October 2013 – November 2015**

* Assist Supervisor with the review of applications with respect to various uses of State Land.
* Review Land and Survey files, identify and execute the necessary actions which may include but is not limited to Notices, District Revenue Office (DRO), requesting Inspection reports and Survey Plans, State Agricultural Licence, Letters of Offer, Chief State Solicitor.
* Provides information to external agencies and immediate supervisor.
* Solicit legal advice and act upon advice received.
* Interview members of the public, obtain information with respect to their matter and inform them on their status and next step to be taken in a timely manner.
* Participate in Outreach Programmes.
* Prepare and maintain records of work performed.
* Assist in the preparation of Draft Notes for Cabinet.
* Utilization of the Land Information System of Trinidad and Tobago (L.I.S.T.T.) and Parcel Viewer which includes updating information on files, entering new data, reviewing of scanned files and documents, and transfer of files to the respective officers.
* Preparation of letters granting permission to the proposed tenant for submission for WASA, T&TEC, Agricultural Development Bank and Regional Offices.
* Assist on various site visits.
* Lend guidance to On the Job Trainees as necessary.

**Republic Bank Limited**

***Clerical Assistant (Support and Sales/Loans Department)***

***Teller (Part-time)***

**October 2012 to April 2013**

* Provide excellent customer service and care
* Adaptation to challenging situations
* Multitask
* Able to work in a flexible environment
* Develop new skills quickly
* Undertake duties in a keen and accurate manner
* Ensure that customers never leave unsatisfied
* Provide recommendations to customers in areas where needed

**Caribbean Agricultural Research and Development Institute- CARDI**

***Research Intern- Department of Resource Mobilization Monitoring and Evaluation Unit***

**June 2011 to August 2011**

* Research other Agricultural collaborators that can assist CARDI in their projects.
* Writing up minutes for meetings and forums.
* Assist in the preparation of concept notes.
* Assist in the development of project proposal documents.
* Assist in maintaining portfolio of external funding agencies.
* Assist in maintaining portfolio of externally funded projects
* Conduct desktop research activities.

**EDUCATION**

***University of the West Indies* 2017**

Production and Operations Management

***Bachelor of Science (Hon.)* 2009 to 2012**

***Agribusiness Management***

**El Dorado East Secondary School 2002 to 2009**

CXC

CAPE

**REFERENCES**

* **Mrs. Sabita Vincent**

**Guardian Life Limited**

**Financial Advisor**

Telephone No: 296-3091

* **Mr. Batson Swarat**

**Jerningham Government Primary School**

**Acting Principal**

Telephone No. : 665-0546