**JOANNA MOHAMMED -----------------------------------------------------------------**

Address: #138 Esperanza Village, California.

Date of Birth: 12/12/1998

Email: [mohammedjoanna@hotmail.com](mailto:mohammedjoanna@hotmail.com)

Contact : 868-398-7752

**SUMMARY**

Education has given me the opportunity to enter the business world in allowing me to offer positive attitude towards those among me. I aim to uphold a keen interest with my given responsibilities.

**EDUCATION**

CAPE CSEC BUSINESS STUDIES UNIT 1 & 2 2015 - 2017

Couva East Secondary

CXC CSEC BUSINESS STUDIES 2010 - 2015

Couva East Secondary

**QUALIFICATIONS CXC**

|  |  |  |  |
| --- | --- | --- | --- |
| Caribbean History | 3 | Mathematics | 2 |
| English A | **3** | **Principles of Accounts** | **1** |
| English B | **3** | **Principles of Business** | **1** |
| Integrated Science | **1** | **Social Studies** | **2** |

**CAPE UNIT 1**

|  |
| --- |
| Accounts 3 Economics 3 |
|  |
| Management of Business 1 Caribbean Studies 2 |

CAPE UNIT 2

|  |  |
| --- | --- |
| Accounts 2 | Economics 2 |
| Management of Business 2 | Communication Studies 2 |

* **Couva East Secondary School Peer Tutoring Programme ( 2015 / 2016)**

Certificate of Participation with Excellence

* **RBC Young Leaders (2013/2014)**

Certificate of Achievement

* Currently perusing a degree in Business Management from the Association of Business Executives (ABE) Level five

Work Experience

* Currently employed at Old Mac Agro Supplies Limited as a Cahier ( July2017 till present)
* Updating accounts receivables, Balancing sales sheet

**INTERESTS**

* Reading, Cooking, Tutoring, Cricket, voluntary work .

**REFEREES**

**Ms. Nabihah Mohammed Ms. Caryll Ragobar**

Teacher III Teacher III

Couva East Secondary Couva East Secondary

Church Street, Church Street,

Couva. Couva.

Ph.636- 2585 Ph.636-2585

138 Esperanza Village

California

07th March, 2018.

The Human Resource

Manager

Massy Stores

Trinidad and Tobago.

Dear Sir / Madam,

I am interested in applying for any of your vacant positions at your organization. I am confident that my skills in my studies would be an asset to your company. I am also willing to do extra work that will give gain to more experience.

My diligences, dedication, self-motivation, excellent interpersonal and team-building skills will in no doubt add to the continued success of your organization. Therefore I am available to discuss my application further with you. My resume is enclosed for your review.

I anxiously await a positive response from your organization where I could further discuss my qualifications and work experience.

Yours Truly,

Joanna Mohammed .