**NAME**: Kalifa Douglas

**ADDRESS**: #16 Second Branch Road

Government School Street

South Oropouche

**EMAIL**: lifadouglas@gmail.com

**Telephone**: (1868) 353-2468

The Human Resource Management,

Dear Sir/Madam,

**Re: Employment Opportunity.**

I the undersigned hereby submit my application for employment within your organization.

Included in the attached sheets are details of my qualifications and experience and the names of two references that are willing to provide you with any information on my character and ability.

With my experience I know that I can offer your company both top-notch service as well as a strong set of skills. In my previous, I quickly learnt the daily running of the company and was highly commended for my worksmanship skills and my ethics. I was promoted to a higher position and was able to pass on some of my knowledge to others. I have also learned a lot on time management which made me a highly motivational individual.

I believe that given the opportunity I will not only be able to enhance my skills and knowledge but also be a meaningful contribution to your company.

I am willing to attend an interview upon request at any time convenient to you.

Thanking you in advance and looking forward to a favourable response.

Yours Respectfully,

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**KALIFA DOUGLAS**

**RESUME**

#16 Second Branch Road

Government School Trace

South Oropouche

**KALIFA DOUGLAS**

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**PERSONAL:**

Date of Birth : 26th august 1991

Nationality : Trinidadian

Sex : Female

Civil status : Single

**OBJECTIVE :** To fulfill my duties and responsibilities to the best of my

abilities and ot become an asset to the organization using

using my unique combination of qualifications, experience

and abilities.

**EDUCATIONAL BACKGROUND :**

2016 - 2010 Pleasantville Senior Comprehensive

2011 Ytepp –Patient Care Assistant

Certificate

2011 Luana’s Nails Salon Manicure and Pedicure

Certificate

2011 - 2012 Yteep – Child Care Assistant (Best student for cycle 37)

Certificate

2017 Event management

Present COSTAATT **(FINAL YEAR**)

**WORK EXPERIENCE :**

2012 - 2013 Pizza Hut Gulf View

(**Cashier/head hostess**)

2013 - 2016 Brand Ambassador (SALES)

(**Nestle, Sensodyne, Bryne PI**)

2016 - present Personal Care Representative/Brand Ambassadors

(SALES)

(**Unilever, Carib, many others)**

**SKILLS :**

Computer Literate

Hard Working

Excellent communication skill

Self motivated

Well organised approach to task

**REFERENCES :**

Shayna Binda

Princess Town

HR Manager at Twisted Imagination

Mobile #: (868) 313-8089

JoAnn Morancie-Cox

Marabella

Merchandiser Supervisor (Carib)

Mobile #: (868) 360-8368

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