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|  |  |  |  |  |  | | *Sultan Mohammed*  **RESUME**  04th January, 2018  Human Resource Department  HR/ Administrative Manager.  To Whom it may concern,  I wish to submit my application for employment within your organization for any position that may be befitting. One of my greatest individual attributes would be that I am highly motivated. I am able to lead, guide, brainstorm, communicate and discuss with others in a high-pressure team oriented environment in pursuit of the organization’s goals and objectives. Additionally, I possess great interpersonal and conflict resolution skills and thrive on working with deadlines. With this in mind, I am certain that I will be a valuable asset to your company if given the opportunity.  Currently I am re-doing my ordinary levels and further to that I will be enrolling in the ABE program offered by CTS College.  Thanking you in advance for your kind consideration and time. I do look forward to meeting with you for an interview if I am considered.  Yours Respectfully,  **Sheriffa Khan** | |
|  |  |  |  |  | | *Sultan Mohammed*  **Personal information**  **Address:**LP#13 Sesame Street,  Preysal Village Couva.  **Telephone No.:** 488-1713/277-4668 (Mobile)  **Email:**  sherryaddy@hotmail.com  **Marital Status:** Single  **Nationality:** Citizen of the Republic of Trinidad and Tobago  **Date of Birth:**16th February 1999.  **Career Objectives**  To use my knowledge in the fields of Business Management within any organization I am with to the best of my abilities while continuously striving and adapting to improve my skills and experiences in this ever changing business world.  **Personal Competencies**   1. Ability to co-ordinate multiple projects and meet deadlines in time critical fast paced settings. 2. Equally effective working in self-managed projects or as a team member. 3. Strong interpersonal and organizational skills. 4. Ability to work with relational databases, spreadsheets, presentation, e-mail, Internet research sources, word processing. 5. Dedicated, detail-oriented, and accurate with exceptional communication skills. 6. Excel in planning and executing multiple projects deadline-driven environments. 7. Motivated and self-driven | |
|  |  |  |  |  | | **Relevant Skill**   1. Skilled in all MS Office Applications. 2. Basic Accounting and Book keeping. 3. Internet research.   **Academic History**    **Preysal High-(2012-2017)**   1. English Language: Three (3) 2. Principles of Business: Three (3) 3. Social Studies: Four(4) 4. Agricultural Science: Three(3) | |
|  |  |  |  |  | | **References**  **Name:** Mr. Nicholas Darbasie  **Occupation:** Lab Technician  **Place of Work:** IPSL Limited  **Address:** Point Lisas  **Cell Contact:** (868) 758-8274  **Name:** Mr. Sultan Mohammed  **Occupation:** Loans Officer  **Place of Work:** Caribbean Finance Company Ltd  **Address:**  Montrose Main Road Chaguanas  **Work Contact:** Tel (868) 653-6861  **Cell Contact:** (868) 277-4668 | |