**NAKITA SOBRIEN**

**#52C MonDesir Road,**

**Dow Village, South Oropouche**

**Contact: 276-8675**

**Email:** [**nakitasobrien@hotmail.com**](mailto:nakitasobrien@hotmail.com)

**The Human Resource Department**

**Position:**

Dear sir/madam,

I am applying for any vacant position that my qualifications are suitable for. I have 1 year experience as a sales clerk at Boodoo’s Enterprises Limited. I have a 2 year experience as a Receptionist / Customer service representative at Gulf View Medical Centre. I also have a 2 year experience as a Clerical Assistant at the Ministry of Finance, Board of Inland Revenue. I am also currently pursuing a degree in Marketing Management.

During my 4 years of working in these positions I have experience many demanding times where multi-tasking and being a team player was vital. I have worked running several doctor’s offices at once, answering phones, transferring calls, taking messages, making appointments, updating computer files, as well as greeting and assisting clients at the same time. I have learned to interact considerately, confidentially, precisely and professionally with the public and my co-workers. I am persistent and committed to achieving any task put before me, whether single-handedly or in a group.

I am a hard worker willing and able to always be on time and to work overtime and weekends as well. I take pride in my work and always seek to improve myself and my work ethics as well. .I am disciplined, well organized and tidy in my work. I also am self-motivated, enthusiastic and compassionate. As such I think I would be a great asset to your business.

Enclosed is a copy of my resume which offers details of my qualifications, educational background, awards and experience. I sincerely hope that I fulfil the necessary criteria to be considered a potential candidate for employment with your company as I do feel that I would be a great asset.

I look forward to a favourable response and thank you in advance for your consideration.

Yours sincerely,

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**OBJECTIVE:** To work in an organization where I can apply the knowledge and experience I have obtained making a valuable contribution to that organization through persistence and commitment to all goals and objectives of that Company.

**EXPERIENCE AND TRAINING:**

*BOODOOS ENTERPRISES LIMITED – SEPTEMBER 2016- DECEMBER 2017*

**Sales Clerk**

*TAJ SERVICES LIMITED 715-716 MC CONNIE STREET GULF VIEW LA-ROMAINE – November 4th 2013 – October 21st 2015*

**Receptionist / Customer Service Representative**-

* Greeting, Assisting and Providing information to Clients and the Public
* Answering Phones, transferring calls and documenting and distributing messages professionally and accurately
* Managing and Assisting with the operations of Doctors Clinics
* Confirming, Organising and Cancelling Appointments
* Entering and updating patients data on Hospital Management systems
* Providing and Assisting patients and the public with appropriate information
* Maintaining safe, secure and healthy work environment by cleaning and organizing Office desk and Doctors desk.
* Upholding a professional and courteous disposition when interacting with patients
* Respecting and Upholding Patient confidentiality

*MINISTRY OF FINANCE, BOARD OF INLAND REVENUE, DISTRICT RVENU SERVICES, SIPARIA– September 28th 2011- August 30th 2013*

**Clerical Assistant (OJT Trainee)**-

* Cashbook
* Daily transactions
* Receipts
* Filing
* Providing and assisting the public with appropriate information

**EDUCATION:**

**TERTIARY EDUCATION**

Pursuing a degree BA (HONS) in Marketing Management

*ANGLIA RUSKIN UNIVERSITY (SCHOOL OF ACCOUNTING AND MANAGEMENT (SAMS))*

* Module results 2011/2012 :

SUBJECTS GRADE

* Sustainable Management Futures F
* Organisational Transformation in Practice F
* Strategic Management Analysis RT
* Undergraduate Major Project D
* International Marketing D
* Marketing Consultancy B
* Retail Marketing F
* Module Results 2010/2011 :
* Information skills C
  + Research skills CP
  + International business B
  + Consumer behaviour C
  + Marketing management B
  + Marketing research B
  + Marketing communications A
* Module Results 2009/2010 :
  + Introduction to business law D
  + Analysis of business B
  + International business in focus C
  + Learning skills and development in business D
  + Business environment C
  + Managing People, Finance and Marketing C

**SECONDARY EDUCATION**

*VESSIGNY GOVERNMENT SECONDARY SCHOOL (2006-2008):*

Advanced Proficiency Diploma (A’ levels):

SUBJECT GRADE

* Accounting unit 2 3
* Caribbean studies 2
* Communication Studies 3
* Economics unit 1 2
* Economics Unit 2 3
* Management of Business Unit 1 3
* Management of Business Unit 2 3

*VESSIGNY GOVERNMENT SECONDARY SCHOOL (2001-2006):*

Caribbean Examination Council (CXC) O’LEVELS:

SUBJECTS GRADE

* English A 2
* English B 2
* Human and Social Biology 2
* Mathematics 3
* Principles of Accounting 2
* Principles of Business 2

**AWARDS:** *VESSIGNY GOVERNMENT SECONDARY SCHOOL (2001-2008):*

* Award for Persistence in Academic Studies (2006)
* Cape Economics Award (2007)
* Award for Commitment and Perseverance (2008)

**ACTIVITIES/ SPECIAL INTEREST:** Organizing, Gardening.