#6 Windy Hill,

Bon Air North,

Arouca.

05th September 2017

Dear Sir/Madam,

I hereby forward my application for any vacancy at your esteemed institution. I am reliable, mature woman who has been refined in the concept of synergy thus making the spirit of teamwork and co-operation endemic within me as we press toward the company’s goals and objectives.

My warm personality and excellent interpersonal skills will only serve to improve our relationship with our customers and to advance even further in providing the best service while maintaining efficiency and productively at the same time.

Attached is a copy of my resume and I trust that you will grasp the opportunity to increase and improve the value and viability of your human resources. Thank you in advance for your time and for your prompt and favourable response.

Yours respectfully,

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Balmatie Ramsamooj

BALMATIE RAMSAMOOJ email: **ramsamoojbalmatie2@gmail.com**

*#6 Windy Hill│Bon Air North│Arouca │tel: 368-7430/372-2510*

EDUCATION ***Cipriani College of Labour and Co-operative Studies***

**July 2011**

Certificate in Human Resource Management

***Premier Quality Services Limited***

***March 2005***

ISO 9001 Internal Quality Auditor Training

**Trinzuela Technical & Vocational College**

**December 1998**

Microsoft Excel Grade A

***Caribbean Examination Council***

***May/June 1996***

St. Augustine Senior Secondary School

Mathematics Grade 2

English A Grade 2

Typing Grade 1

Office Procedures Grade 2

Principles of Accounts Grade 1

Principles of Business Grade 1

ACTIVITIES

Member, Barrow Memorial Women’s Gill Steel Orchestra (2012 – Present)

EXPERIENCE INTEX ALUMINUM LIMITED

Red Hill, D’abadie

**Administrative Officer** April 2004 – Present

* Preparing of Wages and Salaries
* Employees Attendance Records and Monthly Attendance Reports
* Preparing of N.I.S., Health Surcharge and PAYE monthly payments
* Preparing of Vacation, Unutilized Sick/Casual Leave annual payments
* Preparation of Income Tax – T’4’s
* Preparing of Business Letters, Staff Memos, Minutes of meetings
* Quarterly Statistics for C.S.O./Central Bank
* Accounts Payables/Receivables
* Secretarial Duties
* Carding of Job Cards for Production
* Weekly Production Reports
* Safety Officer/Safety Committee Secretary

RAMAK INDUSTRIES LIMITED

O’meara Industrial Estate, Arima

**Office Clerk**  January 2003 – April 2004

* Secretarial Duties
* Preparing Export Documents
* Carding Production
* Preparing Monthly Reports
* Data Entry
* Costing of products
* Weekly Payroll

SUPERMIX FEEDS TRINIDAD LIMITED

O’meara Industrial Estate, Arima

**Office Cleark** September 1997 – December 2002

* Billing Clerk/Cashier
* Weekly Payroll
* Accounts Receivables
* Data Entry
* Secretarial Duties

CAMELIA’S VARIETY STORE

Eastern Main Road, Tunanpuna.

**Temporary Sales Clerk** July – August 1996

SKILLS & LANGUAGES

* Microsoft Office Suite

***References available upon request***