

JÓVELL NELSON

#233 Helen Street, Marabella, Trinidad and Tobago
(868) 498-6979
jcandisnelson@gmail.com

08th November, 2017

Human Resource Manager
Massy Stores
39A Wrightson Road,
Port of Spain, Trinidad W.I.

Dear Sir/Madam,

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| <i>Re: Application for Employment</i> |
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I wish to apply for the any vacancy within your organization to which I am qualified.

I am certain that my education, skill-set, and experience will make me an excellent candidate for any relevant post.

I am a highly motivated and innovative individual, with a passion for the field of Business and a compelling desire to excel at every task I am faced.

Previously, I have worked as a Clerical Assistant at the San Fernando General Hospital, Chest Clinic. My work experience in the health sector has taught me the importance of being a positive team player, with excellent customer service skills.

I am currently seeking part-time employment as I am involved with other activities during the day. If given this opportunity I can assure you that I have the personality, the leadership skills and knowledge that will add value to your organization.

I have attached my resume and referees for your review and I am looking forward to meeting you so that we can discuss further details at your convenience.

Sincerely,

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Skills

- Analytical
- Communicative
- Computer literacy
- Creative thinking
- Critical thinking
- Interpersonal skills
- Leadership
- Multitasking
- Problem-solving
- Relationship building
- Strong work ethic
- Team worker

Objective

To secure a responsible position in the area of Accounting/Business where I am able to gain new work experience and use my previously acquired knowledge and skills to the benefit of myself and my employer

Experience

Clerk/Receptionist

San Fernando General Hospital, Chest Clinic

November 2012 – October 2017

- Responsible for day to day operations of the clinic including, client registration, customer relations, documentation and filing and report writing
 - Manage filing system and confidentiality of information
 - Liaise with supervisor, medical consultants and other related departments
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Education

Bachelor of Science, Accounting – University of the Southern Caribbean, Maracas St. Joseph
May 2017 GPA 3.60/4.0

Certificate in Business Management – School of Business and Computer Science, San Fernando
July 2010

CXC O'Level Certificate – Open Bible High School & Southern Academy of SDA

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|----------------------------|------------------------|-----|
| May 2006 & 2008 | Mathematics | II |
| | English A | II |
| | Principles of Accounts | I |
| | Principles of Business | II |
| | Office Administration | II |
| | Social Studies | III |
| | Food and Nutrition | III |

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References

Name: Mr. Unus John
Occupation: Primary School Teacher, San Fernando SDA Primary School
Personal contact No: (868) 730-1065

Name: Mr. Gerren Collymore
Occupation: Quality Manager, Tobago Hospitality and Tourism Institute
Personal contact No: (868) 758-4928

Name: Mrs. Michelle Salandy-Cupid
Occupation: Accounting Assistant III, South West Reginal Health Authority
Personal contact No: (868) 333-9412