

Kimberly Hills

#63 3<sup>rd</sup> Company Road,

Indian Walk,

Moruga Road.

Cell Phone: (1868) 323-3921

Email: [kimberly.hills16@gmail.com](mailto:kimberly.hills16@gmail.com)

To Whom It May Concern

February 03rd, 2017

Dear Sir/Madam,

I would like to bring my fairly considerable skills of to your company.

My solid educational background makes me the perfect candidate to complete any given task. In particular hard-working, adaptable and reliable character furnishes it. I am eager to contribute my enthusiasm and skills to your team.

I am certain that my resume will give you a greater detail of my qualifications for this exciting opportunity. I look forward to meeting you in person to discuss the positive contribution I can bring to your company.

Thank you, in advance, for your consideration.

Sincerely,

Kimberly Hills

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-Objective

To obtain a position that will fully utilize my skills and offer an opportunity for professional growth

-Summary

High school graduate. Excellent with basic accounting skills. Highly organized and hard working.

-Education

Open Bible High School (2010-2015)

Qualifications at CSEC level

-English Language I

-English Literature II

-Integrated Science II

-Mathematics I

-Principles of Accounts I

-Principles of Business I

-Social Studies II

-Experience

Scotia Bank Trinidad and Tobago

Employer Name: Cintra Ramsaran

Address: High Street, Princes Town (Branch)

Contact number: 655-7528

From: September 2016

To: January 2017

Position Held: Bank Teller

Omardeen's School of Accountancy Limited

Introductory Certificate in Financial and Management Accounting (Pending)

#### References

Name: Kelly Lightbourne

Company: Open Bible High School

Position: Teacher

Contact: +18682922577

Name: Aloma Griffith

Company: Open Bible High School

Position: Teacher

Contact: +18687131680