

Massy Stores
Human Resource/Recruitment Department

Dear Sir/Madam,

I am currently employed as a Corporate (CSR) at The Office Authority Ltd 5yrs, Monday to Friday (8am-4pm), where I interact with my customers/consumers via telephone, emails and sometimes in person.

I am interested in becoming a Part-time Cashier/Bagger at your Arima or St. Augustine Massy Store to work from 5pm until closing during the week and I can also come out for a full day on Saturdays. I am pleasant and professional when interacting with the public and coworkers. I take pride in my work in Customer Service and very committed to any job or task I am assigned to.

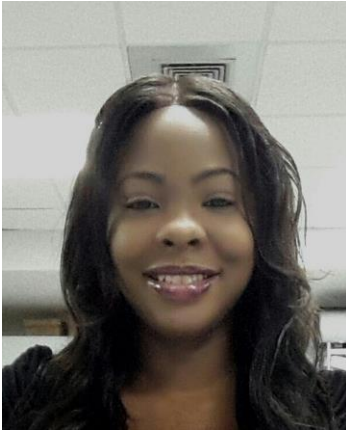
Under the Job Training Programme with Corpus Christi College, I was employed at HiLo/Massy Food Stores Ltd as a Cashier, bagger and Bakery attendant, Micles Clothing Store as a Sales Clerk, Anstey's Auto Supplies Ltd as a Cashier and General Manager and John Dickinson & Co Ltd as a Wholesale Telemarketer. I am a Graduate of Corpus Christi College of Occupational Education & Training and I possess 7GCE/CXC O'Level grades 1(one) to 3(three). I also have my Certificate in Business Management but will be

I believe I am eligible for a spot on the team and would be a great asset to the Massy team. Looking forward to hearing from you at your convenience.

Yours Sincerely

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Sharon Hinds
Mobile Contact: 764-2344
E-Mail Contact: sharonhinds4@gmail.com

PROFILE



Name: Sharon Hinds

Date of Birth: 21st October 1990

Address: 64-12 Basil Martin Lane, La Horqueta
Arima

Mobile Contact-764-2344

E-Mail Contact: sharonhinds4@gmail.com

GCE/CXC O' Level General Proficiency

Subject	Grade
English A	1
Mathematics	2
Principles of Business	2
Principles of Accounts	3
Social Studies	2
Visual Arts	3
Integrated Science	2

Certificate in Business Management

Subject	Grade
-Economics and Their Application to Business	C
-Introduction to Business	A
-Introduction to Accounting	B
-Introduction to Communication	B

Currently Employed-The Office Authority Ltd (Media Sales Division) (Tuesday 13th
March2012– **Present**)

**Temporary places of employment during school vacations before and after
Graduating High School**

- Micles Clothing Store – Sales Clerk(Temporary)
- Hi Lo/Massy Stores – Cashier, Bakery Attendant and Packer(Temporary)
- John Dickinson & Company Ltd - (Full-time) 2 years & 6 months

Administrational Skills

- Typing speed 65 words/minute
- Excellent Filing abilities by procedure or self organization
- Microsoft Word, Excel and Great Plains efficient
- Excellent telephone skills
- Prevalent in both Verbal and Written Communication
- Excellent filing skills
- Ability to do simple accounting
- Ability to do letter, memo and report drafting

Personal Abilities and Characteristics

- Self-motivated and self-sufficient
- Quick learning skills
- Ability to multi-task and work in a fast paced and demanding environment
- Professional in all ways including dress and conduct
- Punctual and well organized
- Efficient learning and adjusting skills
- Reliable
- Always try my best to bring Positive ideas to help uplift the company in any way

Relational Skills

- Consumer/Customer oriented
- Excellent verbal/telephone and interpersonal skills
- Able to work well under pressure in a fast-paced environment and with difficult or more demanding individuals or to meet deadlines
- Team player

