

19<sup>th</sup> October 2015

The Human Resource Manager,  
The HR Department  
Massy Stores

Dear Sir, /Madam,

Re: - Job Application for Employment.

I Allison Joseph desirous of obtaining employment with your company; Enclose my Curriculum Vitae for your perusal.

My personal work ethic is one of commitment and excellence in all pursuits. My ability to function effectively as an individual or within a team is one of my assets, as is my ability to rise to demands of any professional challenges presented.

I believe that mine would be a sound contribution to your organization, in a capacity befitting my qualifications, training and abilities. I would be please to present myself for an interview or to make further information available to you. Please accept my expression of gratitude for your consideration of my application.

Sincerely,  
Allison Joseph

# Allison Lana Joseph

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**Address: -** 75 Gasparillo Road, Gasparillo

**Phone No: -** 650-0655 / 734-6529

**DOB: -** 15/06/1975

**Position applied for:** Any position which suits my qualification and experience

**Education: -** Marabella Senior Comprehensive School 1991, CXC O' levels: - Subjects  
Grades

- Mathematics: - General III
- English: - General II
- Principal of Business: - General II
- Principal of Account: - General III
- Social Studies: - General II

**International Correspondence School: -**

Personal Computer Specialist (Aug 6<sup>th</sup> 1999)

- Trouble shooting Microsoft Windows
- Fundamentals of computer hardware and peripherals.
- Understanding of Networking

**Institute of Tertiary Tutors: -**

Computer Literacy (July 21<sup>st</sup> 2000)

- Microsoft Windows, Internet Explorer
- Microsoft Word, Excel, PowerPoint, Publisher

**Institute of Commercial Management: -**

(MIS) Management Information Systems (July 10<sup>th</sup> 2002)

- Computers/ Storage/Input & Output/ Data Communications
- Networks & Processing Methods/Software/General Purpose Packages
- Application Software/Management Information System/Databases
- The Electronic Office/System Design/Implementation
- Training Security & Controls/Computer & the Law

**Add Tech Limited: -** Computer Maintenance & Repairs (October 4<sup>th</sup> 2002)

- Computer Fundamentals
- Servicing & Maintaining of Computer Systems

**Add Tech Limited: -**

Payroll & Vat (September 2<sup>nd</sup> 2003)

- Set up a payroll system for business, Make deductions for employers
- Prepare pay sheets, Register an employer for Vat
- Register employer & employees with the National Insurance Board
- Complete Vat returns
- Calculate penalty & interest

**The College of Accounting & Secretarial Skills:-**

Practical Accounting & PAYE / VAT & Payroll Accounting (July 30<sup>th</sup> 2009)

Peachtree Accounting 2005 (August 5<sup>th</sup> 2009)

- Setting up a New Company/ Charts of Accounts
- Using the General Ledger/ Accounts Payable File/Adding Customers
- Accounts Receivables/Payroll/Adding Employees/Sales Taxes
- Purchases Order/Creating & Inventory movement report
- Paying Invoices/Adding Vendors/ General Ledger Journal
- Creating Purchases Orders

DacEasy Accounting (August 12<sup>th</sup> 2009)

- Setting up a New Company/ Charts of Accounts/
- Using the General Ledger/ Accounts Payable & Receivable File
- Adding Customers/ Payroll/ Adding Employees/ Sales Taxes
- Purchases Order/ Creating & Inventory movement report
- Paying Invoices/ Recording Payments to Vendors
- Preparing Sales Invoices

**Last place of employment: -**

**General Marketers Limited** (Marabella)

**Position Held:** Administrative Assistant to the  
Operations Manager (April 2009 – February 2012)

**Duties:** Create and modify documents using Microsoft office performing general clerical duties including photocopying, faxing, e-mailing and filing. Preparing quotations, delivery notes & Invoicing using Peachtree Account.

**Wizz Computers** (Todd Street San Fernando)

**Position Held: -** Sales Clerk (March 2005 – December 2007)

**Duties: -** Office Assistant/Receptionist/Customer service dealing with the public both in person and over the telephone, Preparing quotations, Cashier

**Pronto Print**

(Vistabella)

**Duties: -**

Administrative/Secretarial/Customer service,  
graphic artist  
(May 1999- September 2004)

References will be given upon request

# International Correspondence Schools Diploma

*Awarded to*

ALLISON JOSEPH

*In recognition of the successful completion  
of the program*

PC SPECIALIST

*Witness: The Signatures of Officers of the International Correspondence  
Schools.*

*Given under the Seal of the Schools at Scranton, Pennsylvania,  
This 6th day of August, 1999.*

Director of Education

*Conie C. Harpury*

President

*D. Robert Antenucci*





# Institute Of Commercial Management

ICM House  
Castlemann Way, Ringwood BH24 3BA England.

*This certifies that*

*Millson Joseph*

*Has been awarded the Diploma in*

## *Management Information Systems*

MODULES COMPLETED:

Computers, Storage, Input & Output, Data Communications, Networks & Processing Methods,  
Software, General Purpose Packages, Application Software, Management Information Systems,  
Databases, The Electronic Office, Systems Design, Implementation, Training, Security & Controls,  
Computer & The Law

*On this date:- July 10th 2002.*

*Tim Gopee*

*Director Of Education*  
ICM Trinidad Representative



*Grade:- C (50-59)*

*Dr. Alister Samewell Ford*  
*President of the Institute*





## ADD TECH LIMITED

1st Floor Courts Building  
25-31 High Street, San Fernando

### CERTIFICATE OF ACHIEVEMENT

This is to certify that

*Allison Joseph*

has successfully attained

**Practical Training**

in

**Computer Maintenance & Repairs**

and has completed the following topics:-

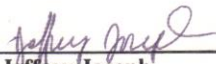
- Computer Fundamentals • Installing, Assembling, Upgrading and Purchasing a Computer System
- Servicing & Maintaining of all Computer Systems
- Troubleshooting Software Problems.

and was awarded the grade

**A**



This 04<sup>th</sup> day of October 2002

  
Jeffrey Joseph  
Principal



# Institute of Tertiary Tutors

This is to certify that:

**Allison Joseph**

has successfully completed a programme in

**Computer Literacy**

at

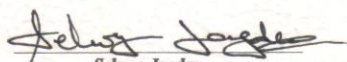
4-6 Chancery Lane  
San Fernando

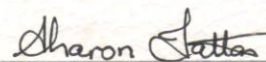
***The Following Modules Were Completed:***

An Introduction to the Computer  
An Introduction to Microsoft Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Powerpoint  
Microsoft Publisher  
Microsoft Internet Explorer

Presented this 21st day of July, 2000



  
Selwyn Jagdeo  
President

  
Sharon Jaffan  
Director of Studies

Ministry of Education #1312



Registered with the  
University of Cambridge Regd. #T1040



Member of Computer Technology Industry  
Association - ComPTIA.  


# AMERICAN COMPUTERS & ELECTRONICS LTD

Computer Training Centre  
TRINIDAD & TOBAGO

This is to Certify that

ALLISON JOSEPH

has been awarded the

Diploma  
in

GRADES:

A - 85 MARKS & OVER  
B - 65-84 MARKS  
C - 50-64 MARKS

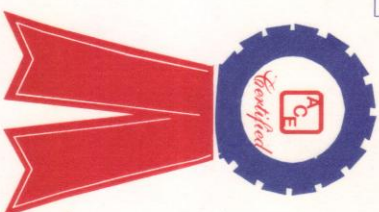
ADOBE PHOTOSHOP

Passed with Grade A

Dated this 20th day of JULY, 2001

  
Principal

  
Director of Studies



Registered with the  
University of Cambridge Regd. #T1040



Member of Computer Technology Industry  
Association - ComPTIA.  


# AMERICAN COMPUTERS & ELECTRONICS LTD

## Computer Training Centre

TRINIDAD & TOBAGO

This is to Certify that

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has been awarded the  
**Diploma**  
in

GRADES:

A - 85 MARKS & OVER  
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C - 50-64 MARKS

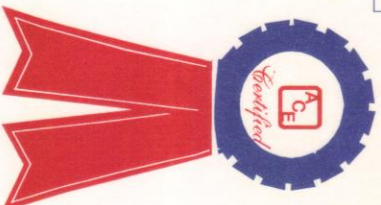
CORELDRAW

Passed with Grade A

Dated this 20th day of JULY, 2001

  
Principal

  
Director of Studies







***Personalized Computer Services Ltd.***

44 Cipero Street, San Fernando, Trinidad, West Indies  
Tel./Fax: (809) 653-1977

# *Certificate of Achievement*

THIS CERTIFIES THAT

*Allison Joseph*

HAS RECEIVED

**PRACTICAL COMPUTER TRAINING**

AT THE

**INTERMEDIATE LEVEL**

IN

*Adobe Illustrator (Graphic Design)*

AND HAS SUCCESSFULLY COMPLETED

THE FINAL EXAMINATION.

DATED THIS 25th DAY OF September, 19 2001



June Wyatt-Jeffers M.Sc., B.Sc., CDP  
Director/Chief Tutor

  
R.O. Jeffers F.C.E.A., F.F.A.  
Director



**Personalized Computer Services Ltd.**

44 Cipero Street, San Fernando, Trinidad, West Indies  
Tel./Fax: (809) 653-1977

# Certificate of Achievement

THIS CERTIFIES THAT

**Allison Joseph**

HAS RECEIVED

**PRACTICAL COMPUTER TRAINING**

AT THE

**INTERMEDIATE LEVEL**

IN


**Web Page Design**

AND HAS SUCCESSFULLY COMPLETED  
THE FINAL EXAMINATION.

DATED THIS 17th DAY OF October, 19 2000



  
June Wyatt-Jeffers M.Sc., B.Sc., CDP  
Director/Chief Tutor

  
R.O. Jeffers F.C.E.A., F.F.A.  
Director





## ADD TECH LIMITED

1st Floor Courts Building  
25-31 High Street, San Fernando

### CERTIFICATE OF ACHIEVEMENT

This is to certify that

*Allison Joseph*

has successfully attained  
**Practical Training**  
in

**Payroll & Vat**

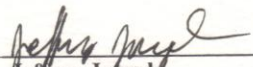
and has completed the following topics to be able to:-

- Set up a payroll system for any business
  - Make deductions for employees
  - Prepare paysheets and prepare for an NIS Audit
  - Register an employer for Vat
  - Register employer and employees with the National Insurance Board
  - Complete Vat returns for any size business
  - Calculate penalty and interest when returns are filed late
- and was awarded the grade



**C**

This 2<sup>nd</sup> day of September 2003

  
Jeffrey Joseph  
Principal

# The College of Accounting & Secretarial Skills

(Established 1965)

Approved by the Ministry of Education

Suite 6, Top Floor, Cathay House, Carlton Centre, San Fernando.

## DIPLOMA

This is to certify that

*Allison Joseph*

Part time

from 10<sup>th</sup> August 2009

to 12<sup>th</sup> August 2009

where he/she completed the approved course of studies in the following subjects:

Software Applications in:

**DacEasy Accounting**

### MODULES:

Setting up a New Company, Chart of Accounts, Using the General Ledger, Accounts Payable & Receivable File, Adding Customers, Payroll, Adding Employees, Sales Taxes, Purchase Order, Creating and Inventory movement report, Paying Invoices, Recording Payments to Vendors, Correcting Payment and Adjustment Errors, General Ledger Journal, Creating a Subsidiary company, Entering Purchases Returns, Preparing Sales Invoices.

is hereby awarded this **DIPLOMA**

*Ernst Ramdial*

Director of Studies  
(Mr. E. Ramdial P.C.T.T., F.S.C.T.)





# The College of Accounting & Secretarial Skills

(Established 1965)

Approved by the Ministry of Education

Suite 6, Top Floor, Calhoun House, Carlton Centre, San Fernando.

## DIPLOMA

This is to certify that

*Allison Joseph*

Part time

from 1<sup>st</sup> June 2009

to 30th July 2009

where he/she completed the approved course of studies in the following subjects:

**Practical Accounting &  
PAYE, VAT  
& Payroll Accounting**



is hereby awarded this **DIPLOMA**

*Evel Kintal*

Director of Studies  
(Mr. E. Ramlal P.C.T., F.S.C.T.)



# The College of Accounting & Secretarial Skills

(Established 1965)

Approved by the Ministry of Education

Suite 6, Top Floor, Cathay House, Carlton Centre, San Fernando.

## DIPLOMA

This is to certify that

*Allison Joseph*

Part time

from 27<sup>th</sup> July 2009

to 5<sup>th</sup> August 2009

where he/she completed the approved course of studies in the following subjects:

Basic to Advanced Software Applications in:  
**Peachtree Accounting 2005**

### MODULES:

Setting up a New Company, Chart of Accounts, Using the General Ledger, Accounts Payable File, Adding Customers, Accounts Receivables, Payroll, Adding Employees, Sales Taxes, Purchase Order, Creating and Inventory movement report, Paying Invoices, Adding Vendors, General Ledger Journal, Creating a Subsidiary company, entering a Vendor credit memo, Creating Purchase Orders automatically, Creating Master stock & Substock, Setting up Flat-Rate deduction, Time & Billing, Entering Expenses Tickets, Job Cost, Completing the Accounting Cycle.

is hereby awarded this **DIPLOMA**

*Eust Ramlat*

Director of Studies  
(Mr. E. Ramlat P.C.T.T, F.S.C.T.)

