

#154 Parforce Rd

Bonne-Adventure

Gasparillo.

Tel: 281-2479/650-5457

**Re: APPLICATION FOR AN AVAILABLE POSITION**

Dear Sir/Madam

My name is Chernese Vincent, and I would like the opportunity to be considered for any available position within your establishment, I'm friendly and have a confident personality. I believe that my knowledge and experience will compliment the day to day operations of your organization. Due to my previous job experiences I am very good at dealing with people. I am focused and goal oriented and quite capable of executing requirements and responsibilities effectively and efficiently.

I am resourceful and if given the opportunity, can be implemented into your company's strategic team with minimum training, achieving immediate results. I strongly believe in team work and I am capable of working cohesively with others as well as working independently. I have excellent interpersonal skills and I have the ability to adapt to any given situation.

Attached is a detailed copy of my Curriculum Vitae which further lists my qualifications and experience. Also listed are names of suitable references that are willing to be contacted on my behalf. I am available and prepared to attend an interview at your convenience.

I look forward to hearing from you.

Thank You in advance for your consideration.

Name: Chernese Vincent

Email: Chernese2011@hotmail.com

Telephone: 1868281-2479/650-5457

Date of birth : 08/May/1996

Address:#154 Parforce, Road Bonne-Aventure Gasparillo.

## **OBJECTIVE**

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my sales and work experience to a growing industry. Look forward to working with a company that promotes quality products and services.

## **JOB TARGET**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## **EMPLOYMENT**

Trinidad and Tobago Postal Corporation (TTPOST) Administrative Clerk.

Pennywise Cosmetics Limited. (Customer Sales Rep.)

Wonderful World Gulf City. (Customer Sales Rep)

## **SKILLS**

Excellent communication and organization skills.

Remarkable knowledge of interacting with persons in a professional, positive and courteous manner.

Ability to provide service in a quick and efficient manner .

Ability to Work in a Team Structure to Plan, Organize and Prioritize Work.

Ability to provide Basic Skills in an Office.

Computer skills, especially typing , phone etiquette, good with customers. A lot of patience's and also able to produce under pressure.

## **EDUCATION**

2014-2015	University of the West Indies (Open Campus)
2008-2013	Gasparillo Secondary School
2001-2008	Gasparillo Government Primary

## **SUBJECTS**

- Certificate in Human Resource Management.
- English
- Social Studies
- Principle of business
- E.D.P.M
- Office Administration

## **CERTIFICATES IN COMPUTER COURSES**

- Digital Literacy - Computer Security and privacy
- Digital Literacy -the internet and world wide web
- Digital Literacy-Computer Basics
- Digital-Literacy- Digital Lifestyles
- Digital Literacy-Using social networking to connect with the world
- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft PowerPoint 2013
- Microsoft Access 2013

## **REFERENCES**

Pastor Winston Mansingh (Poonah Open Bible Church) Telephone: 656-9314

Mr. Jason Caruth (Health and Safety Officer / Schlumberger)

Mr. Cohwen Joseph (Solids Control tech / Venwell International) Telephone:342-3125

Kurth Lutchman ( Schlumberger) 361-0351