

Nikisha Toby

Lot# 8, Amesbury Drive,
Aberdeen Park,
East Edinburgh Gardens,
Chaguanas_

To whom it may concern,

I am applying for any Customer Service position which is presently available within your company that matches my experience and qualifications..

I believe I possess the experience, skill and ability needed to add value to the overall health of your business.

My experience and skills include

- One year experience as a fashion accessories store manager's assistant

- One year experience as a party/decorations store manager's assistant

- Two years as an usher, part time, which has improved my communication and problem solving skills which are critical in the field of customer service

Please accept my attached resume. I am available for an interview at your convenience and references can be provided upon request if needed.

Yours sincerely,

Nikisha Toby

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CURRICULUM VITAE

PERSONAL DATA:

Last name: Toby

First name: Nikisha

Address: Lot# 8, Amesbury Drive, Aberdeen Park, East Edinburgh Gardens, Chaguanas

Telephone: (H) 1-868-671-8144 (M) 1-868-758-4603, 1-868-386-9124

EDUCATION: CARAPICHAIMA WEST SECONDARY SCHOOL

C.X.C Certificates:

English A - 2

Food & Nutrition - 2

Biology - 3

Chemistry - 4

Geography - 4

WORK HISTORY:

01/June/2006 - 31/July/2007

Store assistant - Party Central, Bradford Mall, Henry Street, P.O.S - 1-868-757-2270

Assisting store manager with window dressing, stocking of shelves and glass cases

01/ Feb/2011 - 29/Feb/2012

Store assistant - Zuri, Village Plaza, Chaguanas - 1-868-757-2270

Assisting store manager with window dressing, stocking of shelves and glass cases

01/Dec/2013 - 03/Jan/2014

Sales clerk - Detour - Price Plaza, Chaguanas - 1-868-671-0921

Assisting with stocking of shelves, coding of stock items, arrangement of clothing items, general management of my assigned area and daily sales for the Christmas season

05/May/2014 - 05/July/2014

Sales clerk - Pennywise - Grand Bazaar, Chaguanas - 1-868-671-0921

Perfume section, packaging items cashed along with cashiers

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05/July/2012 - Present day.

Usher/Event assistant - *Ushers Inc. - 1-868-682-7468- part time*

Sale of programs, ticket collection and seating for theatrical productions at Central Bank Auditorium, Queens Hall, Ciprianni Labor College & Naparima Bowl for various production houses. Assistance with decor preparation and execution for weddings and other formal events.

ACCOMPLISHMENTS:

EMA Club - Member
Student council - Secretary
Senior School Prefect

AIM:

To excel and add value in any organization which I am allowed to become a team member. I would also like to improve my present skills, pursue all avenues to achieve additional education and experience while working towards the effective execution of any tasks provided by my employer.