Manager

Massy Stores

St Augustine

APPPLICATION FOR EMPLOYMENT

I AM A YOUNG VIBRANT individual, who is goal-driven, self-motivated and who understands the importance of hard work, commitment, dedication and determination to the success of any organization. I am hard working with excellent interpersonal skills.

It is with the above in mind, coupled with my academic profile and job experience, that I do hereby seek employment from within your organization for a position which commensurate my skill. Once given the opportunity I have no doubt that I will prove myself an asset to your organization. I shall lend myself to any endeavour and shall excel in any activity within my many abilities.

Please find attached, the supporting documents for your perusal. I do look forward to meeting with you at a mutually convenient time.

…………………………………………………

Kamelah Munroe George

Highly organized and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity and enthusiasm.

PROFESSIONAL SUMMARY

EDUCATION

2014- 2014 Advance Solutions Technical Institute

**Certificate in computer Literacy- Intermediate Proficiency**

2005-2006 Eastern Community College

2002-2004 Barataria Senior Comprehensive School

**Caribbean Examinations Council (CXC) Certificate**

Certificate of Secondary Education

English (A): II, Integrated Science: III, Principle Of Business: III, Social Studies: III,

Food & Nutrition III.

WORK EXPERIENCE

January 2012-June 2014  **Charis Works Christian Academy Position: secretary**

* Key Duties and responsibilities :
* Receive telephone calls
* Meet and greet prospective parents
* Provide information about the school services offered and fees.
* Responsible for all applications and scheduling appointments.
* Provide teachers with all necessary apparatus for teaching.
* Photocopy all correspondent going out to parents
* Collection school fees from parents.
* Up keeping of all staff attendance record

October 2010- January 2011 (3mths contract) **National Insurance Board Position: Clerical Assistant**

* Meet and greet elderly members of the public to renew life certificates
* Sort through forms making sure all the information is correct
* Enter information received from the forms unto the database

2008-2009 **Ministry Of National Security Position: Clerical Assistant (On The Job Trainee**

* Typing of work permits
* Receiving of calls