M

elanie Williams

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July 07, 2014

Massy Stores

Wrightson Road

Port of Spain

To whom it may concern

Dear Sir/Madam,

In response to your vacancy, I would like to apply for the position of Store Administrator-Tranee

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My name is Melanie Williams and I am twenty eight years of age, I am computer literate and a fast learner who also have experience in basic accounting. I am currently studying Marketing Management and I am interesting in joining your establishment.

I hereby submit my CV to your organization for review.

The key strength I possess for success into this position is:

* I am MS certified
* I am able to work independently or with a team to get tasks completed in a timely manner
* I am very outgoing and like to interact with different department and personnel
* I am able to multi-task and work in a fast pace environment

With this goal in mind I have attached my resume for your viewing.

I will be available for an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Melanie Williams

***Curriculum Vitae***

***Education***

***Association of Business Executives (ABE*)**

Marketing Management - Diploma 5 Level

* The Business Environment
* [Organizational Behavior](http://www.abeuk.com/content/docs/syllabuses/102013/5OB_Syllabus_Oct13.pdf)
* Managing the Customer Relationship
* [Quantitative Methods for Business Management](http://www.abeuk.com/content/docs/syllabuses/102013/5QMBM_Syllabus_Oct13.pdf)
* [Marketing Policy, Planning and Communication](http://www.abeuk.com/content/docs/syllabuses/102013/5MPPC_Syllabus_Oct13.pdf)
* [Marketing Information Systems](http://www.abeuk.com/content/docs/syllabuses/102013/5MIS_Syllabus_Oct13.pdf)

***Association of Business Executives (ABE*)**

Business Information Systems Certificate- September 2009-June 2010

* Introduction to Business
* Introduction to Accounting
* Introduction to the World of Computers
* IT Applications & Skills

***University of Cambridge International Examinations***

Cambridge International Diploma in IT Skills November 2008- July 2009

* Using the Computer & managing Files
* Electronic Communication
* Spreadsheet
* Presentation
* Word Processing

El DoradoSecondaryComprehensiveSchool – September 2002- July 2005

***CXC***

* English 2
* Electronic Document Preparation & Management 2
* Office Procedures 3
* Mathematics 4
* Principles of Business 2
* Human & Social Biology 3

***Work Experience***

**Oscar Francois Ltd. Administrative Assistant–April 10th 2012 – March 05th 2014**

* Handle inquires form sales, external customers and drivers using GP.
* Assist with obtaining quotations for lift and other warehouse equipments.
* Prepare & circulate monthly overtime and late report to department manager
* Coordinate travel arrangement for Tobago deliveries
* Prepare payment for contract drivers weekly
* Prepares payment for temporary employees
* Prepare overtime and roster allowance for employees monthly
* Prepare purchase orders & ensure payments are done in a timely manner
* Purchasing of office equipment, stationery, safety wear.
* Ensure reports are submitted to GM & brand managers in a timely manner
* Ensure departmental compliance with all company policies & procedures
* Assist in setting up and conducting interviews & providing staff orientations
* Filing and maintaining an updated filing system
* Working with department heads to ensure smooth flow of information
* HR related functions (health benefits, claims, leave /vacation entitlement, recruitment and orientation for new and existing staff)
* Minimal export function (preparing of documents for exporting of products)
* Any other duties as assigned by the manager

**Oscar Francois Ltd. Clerk Accounts Receivable- February 17th 2011 – April 09th 2012**

* receive yellow copies of invoice from all site, invoices are sorted by date & invoice are filed respectfully
* access daily report using great plains
* report is reconciles against physical invoices and missing invoices are documented
* Weekly upkeep of Credit Application Forms
* Data entry for charge customers
* Other duties as assigned by the credit manager

**National Shoe Manufacturing Company-Accounting Assistant April 14th –July 30th 2010**

***Duties***

* Obtain report of Cash/Charge from Counter Point or other medium for all sales locations and process accordingly.
* Record the receipt of all incoming cheques/cash in the relevant register.
* Ensure that the accounts receivable records are correct and up to date
* From a list of o/s accounts receivable, follow up on collection of outstanding payments
* Supply customers with statements or certified copies of invoices to facilitate prompt payment
* Typing of quotations
* Filing of invoices
* Preparation of weekly and monthly reports for management and the accountant

**Accounts/Collections Officer- BorderCom International September 03rd 2008- March 14th 2010. (Fulltime)**

***Duties***

* Flat file database entry system.
* Negotiate and enforced collections to recover funds and expedite the clearance of delinquent accounts.
* Research accounts transaction, and demonstrate a keen ability to recognize & resolve discrepancies.
* Follow through on timely and accurate month end closing of financial documents.
* Accounts receivable/ payable.
* On a daily basis file records for which use is complete
* Purchasing and Maintenance inventory system (Stationary, equipment, study manuals etc.).
* Prepares Punctuality and Regularity Reports for staff members.
* Prepares monthly reports for finance manager

Extensive use of MS Excel, Word & Outlook

**Clerical Assistant/Inventory (Stores) - EWMSC February 2008-August 2008 (OJT)**

***Duties***

* Inventory system
* Filing of documents
* Telephone Operation
* Clerical duties

**Promotions Staff- Holiday Snacks Ltd. November 2006- 2007 (P/T)**

***Duties***

* Promotion of company products
* Customer Service/ Relations

**Directory Assistant –TSTT January 2006-August 2006 (P/T)**

* Telephone etiquette
* Customer Service
* Operation of the computer & its functions for numbers & information retrieval

***Certification***

*Association of Business Executives Level 3*- ***Business Information Systems***

* *Introduction to Accounting*
* Introduction to Business
* IT Application & Skills
* Introduction to World of Computers

*University of Cambridge –* ***Cambridge International Diploma in IT******Skills***

* Electronic Communication
* Spreadsheet
* Word Processing
* Using the Computer & Managing Files
* Presentations

*Diploma in Information Technology –* ***Sital College of Tertiary Education***

***Compulsory Modules***

* Electronic Communication
* Spreadsheet
* Word Processing
* Using the Computer & Managing Files

***Optional Modules***

* Presentations
* Databases

***BorderCom International***

A+ Service Technician

* ***A+ Essentials***
* ***A+ IT Technician***

Network+

* ***Networking Technologies***
* ***Networking Practices***

National Association of Secretaries & Administrative Professional of Trinidad & Tobago

An Employer’s Guide to Compliance, Rights& Benefits under the National Insurance System – ***Chamber of Industry & Commerce***