Mr. Janarko Arantes De Freitas

LP 3/1 Silver Mill Street San Juan

Tel: 868-461-9149

Email: [janarko123@gmail.com](mailto:janarko123@gmail.com)

Date: 8th August 2014.

To whom it may concern

Sir/Madame

I hereby submit my application for employment within your establishment, offering qualifications and experience as stated in my resume attached.

I possess vast knowledge in the fields of Inventory, Data entry as well as records keeping.

I am industrious, punctual with keen sense of attention to detail, and believe in getting it done right the first time.

Once given the opportunity, I will be most valuable to your team and as such request consideration for any position pertinent to my experience and expertise.

I look forward to a favorable response and I am available for an interview at your earliest convenience.

Regards,

Janarko De Freitas

*Education*

* Rosary Boys RC School
* Tranquility Government Secondary School

*Qualifications*

*CXC O’levels:*

* Visual Arts Grade I
* English Grade II
* Mathematics Grade II
* Social Studies Grade II
* Office Procedures Grade II
* Principle of Business Grade II

*Int’l Certificate*

* Sacred Heart Culinary Institute: Food, Cakes, Pastry Making and Drink Mixology
* S.B.C.S- ***Degree in Supply Chain Management - (CIPS)***

*Other Certification*

* Airport Authority of Trinidad and Tobago (AATT) Security & Awareness Certificate

*Knowledge*

* General Proficiency with Microsoft Office

***Other Experience***

* Cadet Training First Battalion – Lance Corporal  *2006-2007*

*Work Experience*

* Frank’s Printery *2009*

*Clerk*

* Hi Lo Food Stores— *2010*

*Shelf Replenisher / Warehouse Attendant*

* Alston’s Marketing Company Limited (AMCO) *2011*

*Filing clerk (HR dep’t)*

* Alston’s Marketing Company Limited (AMCO) *2012*

*Filing Clerk (Finance)*

* Alston’s Marketing Company Limited (AMCO) *2012 - Present*

*Inventory/Stock Control Clerk—(Presently)*

*Hobbies:*

* Movies
* Football
* Music

*Referees*

* Danielle Baggoo

Human Resource Officer – AMCO Tel: 1-868-777-3432

* Tulio Jimenez

Warehouse & Logistics Manager – AMCO Tel: 1-868-319-5162