Kiel Matthew Samuel

#9 Morning Star Avenue,

Sunrise Park,

Trincity

August 14th, 2014

Dear Sir/Madam,

I would like to apply for a position suitable for my qualification. My passion lies in the fields of Culinary Arts. My goal is to become an elite and successful chef. I would like to join a company to improve my worth.

I am able to work effectively as part of a team and function under pressure and to meet targets. I am honest and responsible, my eagerness to learn will make me excellent for any suitable position.

My resume is attached for your perusal. Thank you for your time and consideration and I hope to hear from you soon with regards to the job.

Best Regards

Kiel Matthew Samuel



***Kiel Matthew Samuel***

***Address: #9 Morning Star Avenue, Sunrise Park, Trincity***

***Phone#296-7412***

***Email: kiel84@hotmail.com***

***Personal Profile***

I’m an ambitious individual, who is looking for an opportunity to improve my worth. I consider myself to have the ability to make sound decisions, function under pressure to meet deadlines and most importantly the ability to work as part of a team. I believe if given a chance would become an asset to your organization.

***Objectives***

To improve my worth, verbal skills and to also become a valuable asset to your organization.

***Work Experience***

***{Porter} {Courts}***

From September to December 2013

* Arrangement of furniture and appliances on shop floor.
* Ensuring that small appliances and brown goods are checked, wrapped and stored so as to avoid damaged before and after repairs.
* Ensuring that goods for own delivery are properly checked including testing of electrical appliances also ensure items are wrapped before leaving the store.
* Loading and offloading of goods.
* Greeting and assisting customers.
* Ensuring work area is cleaned.

***{Runner} {Bhagwansingh}***

From End of November 2012 to January Early 2013.

* Wrapping and bagging of goods.
* Testing and checking of goods.
* Loading of goods.
* Greeting and assisting customers.
* Clearing of trolleys.
* Ensuring work area is clean.

***{Telemarketer} {Kykay Marketing}***

October 2012.

* Sales via Phone.
* Greeting and assisting customers.

***{Clerical Assistant} {Ministry of Health: NCRHA}***

From July to September 2012

* Job Letters.
* Organisation of Documents.
* Assisting of Supervisor and other workers.
* Data Entry and CVs.

***Qualification and Certification***

***Eldorado West Secondary School***

CXC Diplomas: Maths, English, Principle of Business, Biology and Food and Nutrition.

***Kykay Marketing***

* Telemarketing Certificate Grade A.

***School of Business & Computer Science Ltd***

* Computer Literacy Programme Certificate Intermediate Level.

***Skills and Abilities***

* The internet.
* Access.
* Excel.
* Word.
* PowerPoint.
* Computer Literate.
* Cooking.
* Baking.

***Activities***

* UWI Campus Next Chapter Habitat for humanity.

References

Nathalie Anthony: Teacher 3 Department of Modern Languages

Charmaine White-Clarke: Technical Vocational Teacher 4

Rajin Degale: Supervisor for Bhagwansingh

Nivash Juteram: Supervisor for NCRHA