#52 Joe St. Dinsley Village,

Tacarigua

May 01, 2014

Dear, Sir/Madam

I am applying for the position of dental assistant at your organization. I have the capabilities as well as the passion required to perform this job efficiently. I am a quick learner and very task oriented, once given the opportunity I know I am very capable of completing the tasks required for this position. I am familiar with some of the tasks require not hands on but from reading and observation.

I have successfully completed my Diploma in Human Resource Management and intend to continue developing my skills, as I am very passionate towards this field.

My education, experience, and commitment along with my desire to meet new challenges, along with my ability to take initiatives and work well under minimum supervision would make me a valuable asset to your organization. After you have reviewed the enclosed resume, could we meet to further discuss my qualifications? I am available on any weekday at 399-7886.

Thank you for your consideration.

Yours Respectfully,

Shadae Samuel

**Shadae Samuel**

#52 Joe St. Dinsley Village

Tacarigua

399-7886

[timaria\_07@hotmail.com](mailto:timaria_07@hotmail.com)

**Education**

**South East P.O.S Government Secondary School 2000-2005**

**Polytechnic Institute 2005-2007**

**Roytec**

Diploma in Human Resource Management 2009-2010

**Experience**

***Scotia Bank Trinidad and Tobago Limited 2007-2014***

***Cash Processing Unit***

61-63 Edward Street, Port-of-Spain

Phone: 625-3566 ext 2047/48

**Verification Teller**

* Verifies night safe deposits ranging from small to large scale companies maintaining the strong systematic and professional procedures of the bank, using accuracy and confidentiality with all customer transactions.
* Responsible for ensuring accurate and efficient processing, posting, checking and balancing of all transactions and cash holdings.
* Operates efficiently the De La rue Cobra currency counter.
* Assist in providing solutions for efficient and effective cash processing in a timely manner.
* Assist with departments sundry duties.
* Accounts for all items in teller’s custody; stamps, keys, combinations, passwords exercising security precautions in accordance to bank regulations.

**Customer Service Representative**

Trained and engaged in the operations of retail, commercial banking and customer service.

**Float Officer**

Trained and engaged in the nature of paying of department bills, preparing the accounting package for line head and assist with other positions functions.

**Other Skills**

Basic and Advanced training as a makeup artist with Sacha Cosmetics.

**References**

Ms. Merlene Clarke

Associate Relationship Manager

RBC Royal Bank

Phone No. 747-5490

Mr. Nigel O’Neil

Application Administrator

The University of Trinidad and Tobago

Phone No. 487-8654