**Shavaughn Scott** Address: #25 Marie Street

Lawrence Park

Arima

Telephone: 493-5080

307-2004

The Human Resource Manager

Massy Stores Head Office

Port of Spain

Dear Sir/Madam

I do hereby apply for any vacant post Store Administrator –Trainee/Cashier/Supervisor within your Organization.

I believe that my work experience would be an asset to any Organization, should I be given the honour to serve within my capacity.

I work well with others, manage my time effectively to meet deadlines and take my responsibilities seriously.

My experience and qualifications are summarized in my Curriculum Vitae for your review.

Should further information be required, I can be contacted at 493-5080 – 307-2004.

Thanking you in advance for your kind consideration in this matter.

Sincerely,

………………………….

**SHAVAUGHN SCOTT**

#25 Marie Street Telephone: 493-5080

Lawrence Park 307-2004

Arima

Shavaughn Scott

**Objective** To do the best of my ability for any task in which is given to me in any organization.

**Experience *2013 - 2014* *Xtra Foods Limited Arima***

***Cashier/Customer Service Representative***

* Cashing
* Handling of Customers Warranties
* Attending to Customers Complains
* Assisting Customers with Items
* Assisting with Hampers
* Assisting with different Promotions
* Sending and Receiving Faxes
* Alphabetical Filing

***2011 – 2012 Food Basket International Arima***

***Front Store Supervisor/*Cashiers Supervisor**

* Supervision of Cashiers
* Cashing
* Suspending and Resuming of Customer’s Bill
* Voiding and Refunding of monies for customers
* Cancellation of Bills for the Company’s Bakery and Restaurant
* Checking Cashiers Floats
* Checking out Customer’s Bills
* Change Prices on System
* Programming and Settling of Linx Machines
* Restocking of Cashiers Machine Rolls and Linx Rolls
* Restocking of Cigarette’s for Cashier’s

***2009 - 2010 Coco Reef Hotel Tobago***

**Receptionist/Desk Clerk**

* Answering the Hotel’s Telephone
* Sending and Receiving Faxes
* Sending and Receiving E-mails
* Attending to the Hotel’s Reservations
* Alphabetical Filing
* Assumed Office Responsibility

***2007 – 2009 Unicomer (Trinidad) Limited Tobago***

**Branch Administrator/Cashier**

* Supervision of Administration Staff
* Balancing of Cashiers
* Printing and Actioning Reports
* Clearing of Contracts
* Printing of Delivery and Collection Notes
* Preparing Attendance Reports
* Preparing Drivers, Porters and Security Pay Sheet
* Sending and Receiving Emails
* Cashing
* Preparing Vouchers
* Preparing Petty Cash
* Preparing Probationary Reports
* Assumed Office Responsibilities
* Preparing Purchase Orders
* Alphabetical Filing
* Preparing Travelling and Hotel Reservations
* Preparing Appraisal Reports
* Transferring monies from customers old account to new account
* Cancelling of accounts
* Sending and Receiving Faxes
* Authorising Corrections, Refunds and Discounts
* Revising Customers Accounts

***2004 – 2007* *Ansa Mcal Trading Limited*** ***Port of Spain***

**Administrative Service Supervisor/Dispatcher**

* Supervision of Administration Staff
* Keeping Daily Attendance Records
* Typing of Estimates, Performa Invoices and Drum Letters
* Making Service Calls (Using U/Gi)
* Adding Machines on the System (Using U/Gi)
* Alphabetical Filing
* Dispatching Technicians
* Making Sale Orders for Loaner Machines, Internal Use and Credit Approval
* Making Purchase Orders for both Foreign and Local
* Sending and Receiving Faxes
* Sending and Receiving E-mail. (Using Microsoft Outlook)
* Assumed Office Responsibilities

***1996 – 2003 S & J Copy Fax Tacarigua***

**Office Manager**

* Sale of Office Supplies and Equipment’s
* Keeping Daily Attendance Records
* Balancing of Daily Sales
* Assumed Office Responsibilities
* Chronological Filing
* Recording of Company Expenses (Using Microsoft Excel ’97)
* Sending and Receiving E-mail (Using Microsoft Exchange inbox)
* Sending and Receiving Faxes (Using Microsoft Fax)
* Word Processing (Using Microsoft Word ’97)
* Document Scanning (Using Scan-man 2000)

***1993-1995 Martin & Co. Attorney-at-Law Port of Spain***

**Receptionist**

* Answering the Companies Telephone
* Assumed Office Responsibilities
* Word Processing (Using Microsoft Word ’97)
* Sending and Receiving Faxes
* Sending and Receiving E-mail(Using Microsoft Exchange inbox)
* Recording of Company Expenses (Using Microsoft Excel ’97)
* Alphabetical Filing

**Education *1995 Applied Comp-cepts & Service Tunapuna***

* Computer Literacy A+

***1991 – 1992 Arima Senior Comprehensive School Arima***

**CXC O’Level General Proficiency**

* English Language Two
* Mathematics Two
* Social Studies Two
* Principles of Business One
* Office Procedures One
* Typewriting One

**Computer Training**

* Microsoft Word ‘2003 - 2010
* Microsoft Excel ‘2003 - 2010
* Microsoft PowerPoint ‘2003 - 2010
* Microsoft Works 4.0
* Microsoft Publisher ‘2003 - 2010
* Sierra (Print Artist)
* Adobe Photo Deluxe 6.0
* Microsoft Outlook
* Quick Pro 2000

**Hobbies**

* Interior Design
* Screen-Printing
* Hiking
* Reading Novels
* Meeting New and Interesting People

**References**

**Mr. Anthony Hart**

***Service Manager of Ansa Mcal Trading Limited***

Westmooring

680-1265

**Mr. Sean Edwards**

***Manager of Food Basket International***

Diego Martin

384-2868

**Mr. Winfield Reyes**

***Owner of Shoe Masters***

Santa Rosa Heights

Santa Rosa

Arima

347-0200

**Mr. William Pitt**

***Coast Guard***

Heron Avenue

Malabar

Arima

795-9887