ADANA BELFON

#19 SAROGA DRIVE

ARIMA OLD ROAD

351- 4671

Dear Human Resource Management,

I wish to apply for the Cashier position available within your organization.

I am a team player who is hardworking, nimble, self-motivated individual, who is capable of doing which is required of me.

I am confident once given an opportunity I would be a prominent worker within the organization.

My tenacious learning potential would be further supplemented through any training that is required. I am willing to accept challenges that face me with the maturity and zeal necessary for my development and the continued advancement of your establishment.

In addition, to my work experience mentioned on my resume, I have a wealth of knowledge and experience in good Customer Service.

Attached is my resume with details of my work experience and my educational background. Recommendations would be furnished upon request.

Respectfully yours

Miss Adana Belfon

ADANA BELFON

To become a tremendous asset to the organization I serve, striving for excellence at all times, to form an integral part in the success of the business.

PERSONAL IDENTITY

Name: Adana Belfon

Sex: Female

Place/Date of Birth: Trinidad/ November 01, 1992

Religion: Christian (S.D.A)

Marital Status: Single

Address: 19 Saroga Drive Arima Old Road, Arima

Phone: 351-4671/ 667-0618

EDUCATIONAL BACKGROUND

.2OO5 - 2007 Mt Hope Jnr. Secondary School

.2007 – 2009 St. Augustine Secondary School

.2013 Computer Literacy (S.B.C.S)

.2014 Professional Certification in Office Administration (S.B.C.S)

CXC O’ LEVEL

Mathematics 3 English 3

Food and Nutrition 3 Home- Management 2

H.S.B 3

EXPERIENCE

MTEST as a Gate E-Service registration officer (2014)

Massy Stores (Cashier) 2013

Friction (Cashier/ Sales Clerk) 2012 to 2013

Professionally Trained at Civilian Conservation Corps

B.W.O.G Curepe (Sales Clerk & Cashier) 2011

Cost Cutters Supermarket- El Dorado (Cashier) 2010

KFC- Tunapuna (Cashier/ Cook) 2009

ADDITIONAL INFORMATION

. Interest: Swimming, running, hiking

. Abilities and attitude: Ready to work within a team; Have a high motivation to learn and try; Have a high motivation to be a successful person; discipline; open- minded.

REFERENCES

. Ross Glodon- Police Officer, Telephone Number: 381- 5633

. Jeniel Mc Phee- Hairdresser, Telephone Number: 481- 2660

. Lisa St. Rose- Accountant, Telephone Number: 796- 9239