#71 IBIS COURT

LIASA GARDEN

Couva

Dear Sir/Madam,

I would like to be considered as an applicant in your company.

My name is Cheniel Dixon Narine. I am twenty-Six years of age. I am a sincere loyal and dedicated individual who has a great deal of ambition. I have experience in the field I am applying for, I love to learn and am always up to a challenge. I get along well with others, while also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to my employer.

I have included, in the attached sheet, details of my qualification and the names of two referees who are willing to provide you with any information on my character and ability.

I shall be willing to attend an interview at your convenience. Thanking you in advance for considering my application.

Yours Sincerely,

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Cheneil Dixon Narine

**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name: Cheneil Dixon Narine

Address: #71 Iibis Court Lisas Garden Couva

Date of Birth: 10th February 1988

Sex: Female

Marital Status: Married

E-mail: onellanarine@yahoo.com

Phone #: 307-4631/384-5341

**EDUCATION**

1993 – 1999 Mc Bean Hindu School

2000-2003 Chaguanas Junior Secondary School

2003 – 2005 Carapichaima Senior Comprehensive

* **Caribbean Examination Council (CXC O’ Level)**

Office Practice (2) English (3) Principle of Business (3) Social Studies (3)

Electronic Document Preparation Management (EDPM) (2)

**EXTRACURRICULAR / COMMUNITY ACTIVITIES**

* An active member in the Children’s Cradle for Christ Sunday School
* Cooking
* Listening to music

**WORK EXPERIENCE**

* **Leo’s Mini Mart – Cashier 2003-2005**
* Dealing with Customer on a daily
* Placing Orders for Stock
* Answering of Telephone
* **Caw Security Services Limited – Clerical Assistant/Control Room Operator Sentry**
* Typing of correspondences
* Reception duties
* Monitoring of Employees Postings
* Liaising with Management Personnel for Approval of posting of Officers
* Vehicle Checks
* Maintaining all logs of arrival/departure time of Officers
* **Phoenix Protective Services Limited- Clerical Assistant**
* Handling of Telephone both Log In & Log out calls
* Dealing with Visitors and Applicants
* Issuing of Uniforms to employees
* Preparing of Payroll weekly
* Updating of Inflow & Outflow of resources in the Company
* Updating logs on Security Inventory
* **Modern Caribbean Enterprises- Sales Representative**
* Dealing with Customers
* Balancing of Receipts daily
* Making Appointment
* Filing of Sales Invoices, Receipts, Clients
* Conducting detoxifying treatments to client

**REFERENCES**

* Anna Alleyne (Administrator)

Caw Security Services Limited

Contact #: 679-3410/2621

* Cassandra Stewart (Senior Administrative Assistant)

Hall of Justice

Contact#: 716.5009