Akina Hughes

#43 Elizabeth Park Ext, Agostini Street, St Joseph

868-361-7690

akinahughes@gmail.com

The Human Resource Department;

I am writing in reply to the job opening for the position of Administrative Assistant. As usually required, I possess nine (9) ‘O’ Levels/CXC Passes including English Language, Mathematics and Principles of Business.

This opportunity is very interesting to me and I believe that my strong communication skills that I’ve developed thus far will be very effective in your work environment. From studying Principles of Business I’ve gained full knowledge and awareness of the business industry and ways of making massive contributions to business. The key strengths that I possess for success in this position include:

* Strong communication skills
* I strive for continued excellence
* Ability to multi-task and work in a fast paste environment while providing exceptional service

Please see my resume for additional information.

I can be reached anytime via email at akinahughes@gmail.com or my cell phone, 868-361-7690

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Akina Hughes

Akina Hughes

#43 Elizabeth Park Ext, Agostini Street, St Joseph

Telephone: 361-1690

Email: [akinahughes@gmail.com](mailto:akinahughes@gmail.com)

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**PERSONAL**

Date of Birth: 29/08/1993

Marital Status: Single

**PROFESSIONAL EXPERIENCE**

09/2011-10/2012 **5K’S MARKETING COMPANY**

(**CUSTOMER SERVICE\OFFICE ASSISTANT)**

* Answer incoming calls
* Handle customer complaints and queries
* Follow up on damage merchandise
* Opens, update and maintain customer accounts
* Maintain file register and filing system

11/2012-10/2014 **OPTICAL MAJOR TORONTO**

**(ADMINISTRATIVE ASSISTANT)**

* Provides information by answering questions and requests to walk-in customers or via phone.

* Analyze, maintain and update recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Placing and expediting orders for inventory supplies; verifying receipt of supplies.

**EDUCATION: 09/2006-07-2011 MAYARO SECONDARY SCHOOL (CXC O’Levels)**

Mathematics Grade 2

English A Grade 3

English B Grade 1

Principles of Business Grade 2

Social Studies Grade 2

Caribbean History Grade 2

Integrated Science Grade 2

Human & Social Biology Grade 3

Physical Education & Sports Grade 1

**SKILLS:** Computer Literate ( Microsoft Word, Excel, PowerPoint)

Certified Telemarketer (Grade A)

**REFERENCES** Name: Tishanna Moses

Position: Store Manager (5k’s Marketing Company)

Telephone Number: 293-4987

Name: Sharon Connell

Position: Sgt Police Officer (TTPS)

Telephone Number: 386-9380