Christina Mahabir

Phillip Trace,

Maingot Road,

Tunapuna.

(868) 728 – 5947, (868) 713 – 8962, (868) 663 – 1510

mahabir\_c@outlook.com

8 th, January, 2015.

Massy Stores Head Office

Human Resource Department

# 39 A Wrightson Road,

Port of Spain.

Dear Mr. / Ms. Human Resource Manager,

I am privileged to become a member of staff at the established Massy Stores for an available employment position of Cashier.

I am intrigued to enhance the performance of roles engaged in, simultaneously exercising proficiently the variety of educational and working knowledge. Additionally, to enhance alliance with individuals of the entire management to produce communication is greatly necessary and acknowledged.

The procedure of commencing and maintaining an advanced approach of completing daily tasks is an assurance. Addressing complications and improving the effectiveness of duties for both employer and employee is achievable. Execution of responsibilities is pursued by demonstrating leadership traits in succession and improving all outcomes.

Interested to undertake a rewarding career as a Cashier is a definite decision. The opportunity is welcomed to be contacted at (868) 728 – 5947, (868) 713 – 8962, (868) 663 – 1510 and christina\_c@outlook.com. Gratitude is expressed in advance and a response at your convenience is awaited.

Yours sincerely,

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| CAREER OBJECTIVE: | To strive for excellence and professionalism, |
|  | persistently contributing to the productivity |
|  | of the establishment of Massy Stores. |

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| EDUCATION AND | CSEC | 2012 |
| QUALIFICATIONS: | Principles of Business | III |
|  | Social Studies | III |

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| WORK EXPERIENCE: |  |  |
| The Little Store Limited | Cashier  Customer Service Representative  Inventory Clerk  Office Clerk | 2012 – 2013 |

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| PROFICIENCY: | Computer Skills | Microsoft Office (MS Word, MS PowerPoint) |
|  |  | Operating system: Microsoft Windows |

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| AWARDS AND  RECOGNITIONS: | Servol’s Certificate of Participation | Life Skills Programme | 2013 |

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| COMPETENCIES: | Assertive |
|  | Compliant |
|  | Determined |
|  | Disciplined |
|  | Multitasking |
|  | Results oriented |

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| REFERENCES: |  |
| Sheena Sookhai | (868) 365 – 5135 |
| Ms. Ramoutar | (868) 675 – 2355 |