Annishka Mahabir

LP # 20 Riverside Road,

Siew Sankar Trace,

Curepe.

(868) 731 – 0656, (868) 663 – 1510

mahabir\_a@ymail.com

8 th January, 2015.

Massy Stores Head Office

Human Resource Department

# 39 A Wrightson Road,

Port of Spain.

Trinidad.

Dear Mr. /Ms. Human Resource Manager,

It is my privilege to apply for the suitable position of Cashier at the established Massy Stores organisation that best suits my qualification. I lead to enhance the performance of the roles engaged in through the utilization of diverse educational credentials and experiences. I forecast, I am an outstanding candidate for this position and have acquired the relevant knowledge, applicable experiences and communicative skills to achieve duties and responsibilities to the best of my ability.

I am a very dedicated and diligent individual who will strive for effectiveness in finalizing all tasks. My ignition to work with the establishment Massy Stores will ensure my productivity and will be a great asset to your organization. My greatest strengths cultivate my proficiency to negotiate with peers and navigate as a team or individual, to greet deadlines and launch goals in the working environment. I am very obliging, consistent and continuously strive for efficiency.

I welcome an interview to discuss my enthusiasm at your earliest convenience. Enclosed is a copy of my Curriculum Vitae for your perusal. I welcome the opportunity to be contacted at

(868) 731 – 0656, (868) 663 – 1510 and mahabir\_a@ymail.com regarding this ideal job opportunity and I acknowledge you in advance for your kind consideration.

Sincerely,

Annishka Mahabir

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(868) 731 – 0656, (868) 663 – 1510

[mahabir\_a@ymail.com](mailto:mahabir_a@ymail.com)

Annishka Mahabir

LP # 20 Riverside Road, Siew Sankar Trace, Curepe.

(868) 731 – 0656 (868) 663 – 1510

mahabir\_a@ymail.com

|  |  |
| --- | --- |
| CAREER OBJECTIVE: | To succeed, apply knowledge and pertinent engendered skills to increase the overall productivity of the organisation Massy Stores. |
|  |  |

|  |  |  |
| --- | --- | --- |
| EDUCATION AND | CSEC | 2010 |
| QUALIFICATIONS: | Clothing and Textiles | II |
|  | English A | I |
|  | English B | II |
|  | Integrated Science | II |
|  | Mathematics | I |
|  | Principles of Accounts | I |
|  |  |  |
|  | CAPE – UNIT 1 | 2011 |
|  | Communication Studies | IV |
|  | Environmental Science | V |
|  | Literatures in English | IV |
|  | Sociology | IV |
|  |  |  |
|  | CAPE – UNIT 2 | 2012 |
|  | Caribbean Studies | III |
|  | Environmental Science | III |
|  | Literatures in English | V |
|  | Sociology | IV |

|  |  |  |  |
| --- | --- | --- | --- |
| WORK EXPERIENCE: |  |  |  |
| School of Business and  Computer Science Limited | Admissions and Advisory Assistant | Admissions/Registrations  Advisory and Career Guidance  Data Entry  Debtors Collection  Filing  Telemarketer | November 2013 – September 2014 |
| Better Deal Supermarket Limited | Clerical Assistant | Data Entry  Filing  Receptionist  Stock Taking | January 2013 – October 2013 |

|  |  |  |
| --- | --- | --- |
| AWARDS AND | Academic Excellence | 2007 |
| RECOGNITIONS: | Achievement Award | 2010 |
|  | Honour Card | 2011 |
|  | Most Outstanding Peer | 2011 |
|  | Mediator |  |
|  | Etiquette Essentials for Today’s Business Professionals | 2014 |
|  | Image Management for Polished Professionals | 2014 |

|  |  |  |
| --- | --- | --- |
| PROFICIENCY: | Computer Skills: | Microsoft Office (MS Word, |
|  |  | MS Excel, MS PowerPoint) |
|  |  | Operating system: Microsoft |
|  |  | Windows |
|  | Mediation Skills: | Certified and Trained |
|  |  | Peer Mediator |

|  |  |
| --- | --- |
| COMPETENCIES: | Effective communication |
|  | Team player |
|  | Multitasking |
|  | Meet deadlines |
|  | Productivity |
|  | Results oriented |

|  |  |
| --- | --- |
| INTERESTS: | Interacting and experiencing numerous cultures. |
|  | Broadcasting information to the public and various individuals. |
|  | Collaborating with individuals to produce desired results. |
|  | Engaging in fun events and occasions. |
|  | Coordinating and assisting with events management. |
|  | Travelling and touring. |

|  |  |
| --- | --- |
| REFERENCES: |  |
| Anisa Abdool | (868) 332 – 4046 |
| Sharlisha Tulah | (868) 382 – 9751 |
|  | (868) 723 – 0263 |