March 4th 2015

To The Human Resource Manager

Dear Sir/Madam

I hereby submit this formal application for any position within your organization fitting my credentials. I have experience I administrative, dispatching and supervisory duties, I also have experience customer service in a high paste environment. I am presently a CSR at Columbus Communications were I with customers throughout the Caribbean I create reports, billing troubleshoot for cable, telephone and basic internet troubleshooting while keeping the customer engaged over the phone.

I am punctual and dedicated individual and I am willing to be an asset to your organization. Attached is a copy of my resume for perusal. Should my application be successful and I am required to attend an interview, I will be available at a time and date that is convenient to you.

Thank you in advance for considering my application.

Yours respectfully,

………………………………..

AFISHA LEWIS

**AFISHA LEWIS**

LP#62 San Pedro Trace,

Valencia.

Email: cherrie33@outlook.com

Tel: 868-337-8825

868-345-0369

**Career Objective**

To be a valuable asset as well as to enhance the image and production of the organization to which I am employed.

**CURRICULUM VITATE**

**PERSONAL INFORMATION**

NAME: AFISHA LEWIS

D.O.B: MAY 13TH 1991

MARITAL STATUS: SINGLE

NATIONALITY: CITIZEN OF TRINIDAD AND TOBAGO

**EDUCATIONAL BACKGROUND**

**DATES SCHOOLS ATTENDED**

SEPT 2011-PRESENT COLLAGE OF SCIENCE TECHNOLOGY &

APPLIED ARTS OF TRINIDAD AND TOBAGO.

SEPT 2004-2009 SANGRE GRANDE EDUCATIONAL INSTITUTE

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| SUBJECT | PROFICIENCY | GRADE |
| ENGLISH A | GENERAL | 2 |
| HUMAN AND SOCIAL  BIOLOGY | GENERAL | 2 |
| PRINCIPLES OF BUSINESS | GENERAL | 2 |
| AGRICULTRAL SCIENCE | GENERAL | 2 |
| OFFICE ADMINSTRATIONS | GENERAL | 3 |
| SOCIAL STUDIES | GENERAL | 3 |

**WORK EXPERIENCE**

2014

Columbus Communication (Flow)

CSR

2012

PRESTIGE HOLDINGS

KFC- (INDEPENDENCE SQUARE)

2010

DIRECT ONE

CSSR (FOR SOCTIA BANK)

2009

QUALITY ASSURANCE OFFICER –ARAWAK AND COMPANY

**REFERENCES**

DEBORAH MARCHALL

ACCOUNTANT

CENTRAL BANK OF TRINIDAD AND TOBAGO

TEL- 731-9177

JOAN ANDREWS

SECURITY SUPERVISOR

TEL-393-8547

JOSIAH KENNEDY

POLICE OFFICER

TEL-304-4120