24th April 2015

Human Recourses Manager

**Massy Stores**

Dear Sir/Madam,

I am interested in becoming a member of your organisation and hereby submit my application for any position that fits my professional experience.

I am currently unemployed, but with my career history has afforded me the opportunity to master a number of areas including accounting and administrative duties and several others which will serve to enhance your organisation.

I am a fast learner and an eager team member. I am motivated by challenges and detailed thorough assignments. My work and academic experience have equipped me with the ability to meet stringent deadlines. These and other qualities I believe make me an asset to your organisation. My resume, which gives details of me, is attached for your perusal.

I am willing to attend an interview at any time convenient to you. I am also willing to provide additional upon your request.

Yours Respectfully,

**Ms. Nekeisha Smith**

**Sent via email**

**Curriculum Vitae**

**Name:** Ms **Nekeisha** Smith

**Address:** LP#22 Mission Road San Juan

**Date of Birth:** July 24th 1983

**Nationality:** Citizen of Trinidad and Tobago

**Telephone Contact:** 1 (868) 287 -8016

**Email address:** nekeishasmith1983@gmail.com

**EDUCATIONAL HISTORY**:

**Camden ITeC (London)** Jan 2000- July 2004

NVQ Level 3 Business Administration

NVQ Level 2 Information Technology

NVQ Level 1 Numeracy and Communication

**Aylesbury Media Project** July 2002- Sept 2002

Eclectic Production

Introduction to Radio Broadcasting

**PROFESSIONAL EXPERIENCE.**

**Pricesmart Trinidad Limited** Nov 2010 -Mar 2011

**Inventory Auditor**

Investigate system stock vs. physical stock

Investigate negative on hand

Investigate item sold did not process

Reconcile invoice against purchase orders for payment

**Eastern Commercial Lands T/A Tru Valu** Sept 2008-Nov 2010

**Data Entry Clerk**

Create purchase order for suppliers

Maintain a tracking process for goods to the store

Process invoices for payment using SMS system

Check items for price match using SMS Point of Sales system

Process price Changes on a daily basis

Prepare store for stock taking

**Camden ITeC (London)** Jun 2001 - Dec 2005

**Receptionist/ Account Assistant**

Answering busy switchboard

Arranging meeting and interviews

Registration of new learners

Writing cheques

Preparation of salaries

Writing letters requesting outstanding payments

Dealing with queries.