Dasha Fortune,  
7 Fortune Street,  
Egypt Village,  
Point Fortin.

To Whom It May Concern,   
  
Well-qualified administrative assistants are so important for proper working and operation of any office or company. As the administrative assistant in a government office for two years, I was handling all processing of documents, telephone answering, interacting with customers, and also handling the extra work from my supervisor.   
  
I'd be happy to come to your office any weekday morning to talk about the position and to discuss my qualification and working hours. Please contact me on my cell phone: 1-868-366-9097, so we can arrange a meeting.   
  
Thank you for reading and considering my resume and cover letter.

Sincerely,

………………………….  
Dasha Fortune

DASHA FORTUNE

7 Fortune Street Egypt Village, Point Fortin.

(e)[daniella87@hotmail.com](mailto:daniella87@hotmail.com) (c) 1868 366 9097

**Summary**

Enthusiastic Office Assistant who follows policies and procedures, while offering a friendly customer environment. Organized and detail-oriented with 2 years experience. I understand general accounting and finance concepts.

**Highlights**

* MS Office proficient
* Exceptional customer service
* Reliable
* Excellent communication skills
* Approachable
* Team player
* Organized
* Strong work ethic

**Experence :**

**Stores Clerk (June 2014- September2014)**

DATSU - Point Lisas Industrial Estate

**Offce Assistant (May 2012- April 2014)**

Ministry of Community Development: Best Village - Point Fortin

* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
* Made copies, sent faxes and handled all incoming and outgoing correspondence.
* Maintained the front desk and reception area in a neat and organized fashion.

**Offce Assistant (June 2011- August 2011)**

St. Anthony's Taxi Cab Society Ltd - Point Fortin

* Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
* Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.
* Maintained confidential information, such as pay rates, bonus targets and pay grades.

**Education**

Holy Faith Convent Penal

Business Studies- CXC

* Mathematics
* English A
* Principles of Business
* Principles of Accounts
* Information Technology
* Visual Art