#49 Dumfries Rd,

Rambert Village,

La Romaine,

San Fernando.

30th November, 2015

Dear Sir/ Madam,

My name is Shinika Paul and I am 22 years of age. I am seeking employment within your establishment in the position of a Customer Service Representative.

Currently I am attending COSTATT where I am pursuing an Associate Degree in Sociology with hopes of specializing in gender and child behavior studies. My last place of employment was with Digicel Trinidad Limited where I was working as a sales support agent. It was in this position that I learnt time management, effective communication and the skill of multitasking which enabled me to get any job I set out to do done. I possess seven (7) CXC passes grades one through three and also have a working knowledge of computer operations.

I would be a great and promising addition to your staff because I am a capable, hardworking, efficient person who takes her duties seriously and accomplishes tasks assigned to me. In addition to that, I work well with others and follow instructions that were implemented to maintain the highest levels of professionalism very well.

I enclose my resume as a first step to exploring an employment opportunity within your organization. I await your response and thank you for your consideration.

Yours Sincerely,

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Shinika Paul

***SHINIKA PAUL***

#49 Dumfries Rd, Rambert Village, La Romaine

327-7710/ shinika139@gmail.com

***OBJECTIVE***

To be able to contribute my efficiency, dedication and love for the job, to your esteemed establishment while gaining the necessary experience.

***EDUCATION***

2000-05: St. Gabriel’s Girls Primary School

2005-10: San Fernando East Secondary School

2010-11: Trinzuela Technical Vocational School

2012: YTEPP- Childcare Attendant

Currently attending COSTATT

***Qualifications Obtained***

C.X.C passes in English (1), Home Management (2), Food and Nutrition (2), Mathematics (3), Human & Social Biology (3), Social Studies (3) and Principles of Business (3)

***Additional Training Obtained***

Certificate in Child Care

***Work Experience***

***Damascus Grill, R.R.M Plaza, San Fernando (2011)***

Duties included: Preparation of some meal items as well as the serving of food to customers.

***Shishas Ltd, Gulf City, San Fernando (2011)***

Duties included: Restocking the store shelves when the merchandise was running low as well as attending to the customers purchasing needs.

***Lei's Exclusive Day-care (2011-2015)***

Childcare Attendant: duties included taking care of toddlers and babies ages 3 months to 3 years. I was also responsible for the payments made by parents and the swift and prompt return of receipts as well as managing the day to day activities of the daycare.

***Digicel Trinidad Limited (2015)***

Sales Associate/ Sales Support Agent: duties included making calls to customers and selling the product, making and rescheduling appointments for the sales agents, answering any queries made by customers and directing them to the correct channels for clarifying.