VERNELLE THOMAS

# 19 A4 Reservoir Hill, Egypt Village, Point Fortin. | (868) 708-6192 | tavikathomas@live.com

March 31, 2016

Human Resources Manager

Massy Stores Supermarket,

Point Fortin.

RE: Cashier

Dear Sir / Madam,

I am writing to apply for a position of Cashier at your Supermarket. I believe that I would make a valuable addition to your company.

Even though I have been in another field, I believe that I have the characteristics that the company needs and deserves.

I look forward to a personal meeting during which time we can discuss your needs in greater detail.

I have attached my resume for your review and I look forward to speaking with you further regarding the position.

Thank you for your valued time.

Sincerely**,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

VERNELLE THOMAS

#19A4 REservoir hill, egypt village, point fortin

708-6192 or 312-1417

tavikathomas@live.com

Vernelle thomas

objective

Seeking a position where I can utilize my skills in the most effective manner by being a key and an effective team player in your company.

Work of experience

Market Facts & Opinions Limited, 2006

Data Entry Clerk

Caribbean Jewellers, 2006 - 2007

Sales Representative

SuperPharm Limited, 2007 - 2011

Beauty Advisor

Synexis Limited, 2011 - 2012

Skin Care Consultant

Better Graphics Limited, June 2012 – August 2014

Administrative Assistant

Duties & Responsibilities are as follows:

* Invoicing
* Purchasing Material
* Data Entry on MYOB Accounting System
* Spreadsheets
* Operating Petty Cash Transactions
* Balancing Petty Cash
* Telephone Duties
* Book-Keeping
* Assisting Clients

Vibes Sales and Services, October 2014 – December 2015

Secretary

education

2005 - 2006 Laventille Technology & Continuing Education Centre

2003 - 2005 Mucurapo Senior Comprehensive

2002 - 2003 Diego Martin Junior Secondary

1999 - 2002 Cedros Composite Secondary

1992 - 1999 Egypt Village Government Primary

Qualifications

English

Microsoft Office 2000

* Word
* Excel
* Access
* PowerPoint

REFERENCES

Mr. Wallins Lawrence

Manager

Vibes Sales and Services

Tel. # (868) 330 - 8550

Ms. Ann Marie Guiseppi

Supervisor

SuperPharm Ltd

Tel. # (868) 308 - 8117