#373I Erin Road Quarry Village, Siparia.

25th June 2016

Dear Sir/Madam,

I hereby wish to apply for the position of **Grocery Attendant- Cashier.**

Graduated from Fyzabad Secondary School and privately, I have accumulated some Seven C.X.C. O Levels. In addition, I obtained certificates in Secretarial Training, Human Resource Management 1, Administrative Assistant and Payroll, Accounting and Taxation.

I’m diligent, industrious worker who abides by company’s protocols if given the opportunity; I work both independently and within a group. Also if given the opportunity to be employable with your company my input will be an asset to your establishment since my focus is meeting employers’ expectation and ensuring the fulfillment of goals and objective reaches its target.

My short term goal is to be well educated and independent. My long term goal is to become permanently employed and provide my needs and wants. I await an interview with your establishment at your earliest convenience.

Thank you for your consideration,

Yours respectfully,

…………………………………………

Sherniche James-Meade

**SHERNICHE JAMES-MEADE**

**#373I Erin Road Quarry Village Siparia.**

**Tel**:  **393-1233 / 720-1893**

**E-Mail:** sherniche@hotmail.com

**Qualifications**:

* **O Levels:**

|  |  |
| --- | --- |
| Biology | **Grade 3** |
| English Language | **Grade 2** |
| Office Administration | **Grade 1** |
| Physics | **Grade 3** |
| Mathematics | **Grade 3** |
| Principle of Business | **Grade 3** |
| Social Studies | **Grade 3** |

* **Courses / Certificates:**

|  |  |
| --- | --- |
| Secretarial Training | **Completed** |
| Human Resource Management 1 | **C+** |
| Administrative Assistant | **A** |
| Payroll, Accounting and Taxation | **A+** |

**Education**:

Fyzabad Composite sec. 2004-2009

Bordercom International 2011-2012

The University of the West Indies 2013

Administrative Training Institute 2013-2014

**Skills**:

**Communication**: Daily meetings with Coworkers and Managers on Company Productivity.

**Organizational**: Recording information and completing tasks within time frame.

**Leadership**: Trained a group of six, basics in netball.

**Technical**: Typing, Memos, Minutes and Reception work.

**Job Experience:**

* 2012-2013 I worked as a Clerical Assistant at the Ministry of Community Development Division St. Patrick. My portfolio is Filing, Documentation and assisting the clerk typist in daily duties.

* 2013-2015 I worked as a Secretary at Global Outsourcing Solutions Limited. My portfolio is Invoices, Purchasing and General Clerical duties.

**References:**

Name: Mrs. Gillian Weekes

Occupation: Administrator

Contact: 717-3262 or gillian.weekes@yahoo.com

Name: Mrs. Germaine Mc Kenzie

Occupation: Manager at Global Outsourcing Solutions Limited

Telephone: 470-8899 or [Jennifer@gmail.com](mailto:Jennifer@gmail.com)