#7 Road Reserve

Mausica Road

D’Abadie.

25th January 2016

Human Resource Manager

Massy Group of Companies

Massy Stores

Head Office

#39A Wrightson Road,

Port-of-Spain.

Dear Sir/Madam,

Re: Cashier/Customer Service Representative (C.S.R)

I Abigail Devenish, am applying for the said position stated above.

Being a hard-working, responsible and dedicated individual I believe that I will be the ideal person for the position.

Thanking you in advance for your kind consideration.

I am available for an interview at your convenience.

Yours Respectfully,

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ABIGAIL DEVENISH

Rѐsumѐ Enclosed

Rѐsumѐ

ABIGAIL DEVENISH

#7 Road Reserve, Mausica Road, D’Abadie.

Tel: 642-7914/392-5857

**OBJECTIVE:**

To use my experience and training, in providing superior quality services, always ensuring an excellent performance.

**EDUCATION:**

**El Dorado East Secondary School 2001-2003**

Caribbean Examination Council (CXC) *General Proficiency*

Clothing & Textiles **Grade II**

Food & Nutrition **Grade II**

**Five Rivers Secondary** **1998-2001**

**TRAINING: October 2015-April 2016**

Youth Training & Employment Partnership Programme (YTEPP)

Certificate in Patient Care with Career Enhancement

Certified by the National Examinations Council (NEC)

**March-August 2004**

Youth Training & Employment Partnership Programme (YTEPP)

Certificate in Skills for the Automated Office with Career Enhancement

Certificate in Micro Entrepreneurship

Certified by the National Examinations Council (NEC)

**WORK EXPERIENCE: 2009-To Date**

**Jawhara Arabic Cuisine.**

Block F Ground Floor, West wing,

Trincity Mall.

*Supervisor*

♦ Inventory

♦ Ordering of stock

♦ Cashing

**Arima Diagnostic Clinic (ADC) 2007-2009**

25 Hollis Avenue,

Eastern Main Road,

Arima.

*Cashier/Server*

♦ Cash

♦ Serve

♦Interacting with customers

**Suite 16 Designer 2006-2007**

Block A Top Floor,

South-East wing,

Trincity Mall.

*Sales Clerk*

♦ General up keeping of store

♦Interacting with customers

♦ Ensuring customer satisfaction

**Direc One 2005-2006**

Chaguaramas Hotel Convention Centre

Chaguaramas.

*Sales & Service Specialist*

♦ Review phone bills

♦ Checking customers account

♦ Telemarketing

**Youth Training & Employment Partnership Programme 2004-2005**

**(YTEPP) Limited**

Maloney Vocational Centre

Euphoria Avenue,

Maloney Gardens,

Maloney.

*Clerical Assistant*

♦ Receptionist duties

♦ Copying and filing of documents

♦ Responsible for all incoming and outgoing documents

**AWARDS:**

♦ Award of participation in school *Steelpan* *Competition*

♦ Award of a *Golden* *Star* in school *Steelpan Soloist*

♦ Award of *Excellence* for *Most Improved Student*

**PERSONAL INTERESTS:**

♦ Listening to music

♦ Reading

♦ Interacting with people

**REFERENCES**

**Mrs. Pramelia Hardeen.**

*Store Manager.*

Madras Extension,

Chin Chin Road, Cunupia.

Tel: 718-8581.

**Mr. Thomas Gill.**

*Forestry Officer III.*

#28 Pomegranate Avenue,

Malabar, Arima.

Ministry of Agriculture (Forestry Division)

Tel: 643-4911.

**Mrs. Natalie Cato-Babb.**

*Registered Mental Nurse (R.M.N.) Bsc. Psychiatric Nursing.*

*Nursing Tutor.*

#55 G3 Clever Heights,

Clever Road, Arima.

Ministry of Health.

Tel: 735-0278.