LP #54 Hollywood Road,

Fanny Village,

Point Fortin.

July 5th, 2016

**To Whom It May Concern**

It is with great enthusiasm I apply for any vacant position in the accounting department which coordinates with my skills and educational background.

As a student of SAM Caribbean Ltd and having completed one (1) year of the Bachelor Degree in Accounting & Finance, I would contribute voluntarily my diligence, willingness to learn and profound communication skills to this organization. I am successful at teamwork but can also obtain excellent results independently. It would be a pleasure to use my knowledge and professional skills gained from business management and accounting courses completed to minimize loss of production, profit and time to assist the company. It would be my pleasure to offer my services and expertise that has been molded based on previous positions as a Cashier at West Bee’s Supermarket, Diego Martin and also as a Cashier/Customer Service Representative at Wonderful World Ltd, Gulf City. Those jobs were a learning experience and the skills gained would transcend into upcoming professions. I possess excellent organizational, communication and interpersonal skills and it would certainly be a pleasure having to contribute these skills to the organization.

I thank you in advance for taking the time to read this application. I am available for an interview at any time convenient to you and can be contacted at the above address or the phone number 1868-302-7288. I welcome the opportunity to be a part of this firm and eagerly await an encouraging reply.

Yours respectfully,

Carlene Charles.

**Profile:**

* Adaptable, reliable and well-organized mentor.
* Possesses leadership qualities and time management skills.
* A diligent, respectful individual with great interpersonal skills, seeking the opportunity for progress and increasing responsibility.
* Computer Literate; Knowledge of Microsoft Office.

**Education:**

**2014-2015- School of Accounting & Management**

* Certificate in Business Management (Honors/Distinction)
* Introduction to Financial & Management Accounting -Distinction
* Introduction to Business Management - Distinction
* Analyzing the Business Environment - Distinction
* Contemporary Issues in Business Communication - Distinction
* Personal Development - Credit

**2009-2014- Vessigny Government Secondary**

* CSEC Certificate: seven (7) subjects including

Mathematics, English, POA, POB, IT, Spanish, Integrated Science

**Awards:**

* TGU Awardee
* Academic Awards - Vessigny Government Secondary

**Experience:**

**2015- Cashier/ Customer Service Representative at Wonderful World Ltd.**

* Interacts directly with customers either by telephone, or face to face
* Respond promptly to customer inquiries
* Obtain and evaluate all relevant information to handle product and service inquiries
* Pricing and analysis of goods
* Logistics in the form of monitoring and recording of goods
* Possession of strong communication with customers
* Balancing of finances
* Liaising with Managers and Supervisors as it relates to work related issues

**2013-2014- Cashier at West Bee’s Supermarket**

* Pricing and analysis of goods
* Logistics in the form of monitoring and recording of goods
* Possession of strong communication with customers
* Housekeeping of work-station
* Balancing of finances
* Liaising with Managers and Supervisors as it relates to work related issues

**References:**

Mrs. Annmarie Ali

Branch Manager at Wonderful World Ltd. Gulf City

1868-715-5113

Ms. Kathleen Lutchmipersad

Programme Coordinator

School of Accounting and Management

653-1064 ext. 213