psv.baptiste@gmail.com ⧫ Lp#55 Waddell Village, Santa Flora⧫ 345-1741

Paige Baptiste

Objectives

Dedicated and motivated individual seeking to apply my abilities to the position of Cashier currently available at your establishment

Education

ENSAFE Educational Institute

NEBOSH Health & Safety Certificate (presently)

UWI Open Campus

Business Management (incomplete)

Mathematic (3)

Social Studies (2)

English Language (2)

Office Procedures (3)

Office Administration (2)

Principles of Business (2)

Experience

Office Assistant/Mail Attendant/Records Clerk

National Gas Company of Trinidad & Tobago (2011-2015)

Organize and manage all records and documents in an orderly and timely manner

Adhere and comply with corporate law and regulations

Provide staff support, coordinate and prepare for meetings and special events

Act as a receptionist, meet and greet visitors

Clerical Assistant

Ministry of Education (OJT) Santa Flora AC School (2008-2010)

Perform secretarial duties, photocopying and managing correspondence

Greet visitors, assist with admissions

Monitor pupils in the absence of teachers

Customer Service Representative

UNICOMER (Trinidad) Ltd

Foster customer relationships to facilitate future sales

Manage customer database, products, updates and upgrades

July 5, 2016

Dear Sir/Madam,

**APPLICATION FOR THE POSITION OF CASHIER**

I am seeking the opportunity to apply for the above mentioned position currently available at your Point Fortin branch.

I am a technical minded person who enjoys hands on roles. I am methodical, an excellent communicator who pays attention to details. I am able to serve in a team environment, working together to ensure that we reach the same end goal.

I would like the opportunity to capitalize on a professional experience while allowing me personal advancement in my career. I am confident that I possess the attributes you are looking for. In the meantime, I look forward to your response at your earliest convenience. Thank you for your consideration.

Sincerely,

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Paige Baptiste