**#501 Sea View Park Way Gulf View La Romain.**

**Tel: 2903630/795-8055 E-mail:** [mariahfa1@hotmail.com](mailto:mariahfa1@hotmail.com)

**Date of Birth 3rd February, 1994**

July, 30th 2016

**The Human Resources Manager**

**Massy Stores**

39A Wrightson Road, Port of Spain,  
Trinidad W.I.

Dear Sir/Madam,

I am writing to apply for the position of a Checkout (cashier). I learned of this opportunity through your advertisement on the Massy Stores website.

My high level of concentration, exceptional customer service skills and friendly personality will result in obtaining repeated visitors for your grocery store. I am well versed in operating cash registers, placing customer’s purchases into bags, receiving cash, giving change and helping customers in finding items as looked-for.

After hearing your requirements for the vacancy, I feel that you will find me as a good candidate because of my ability to think on my feet, communicate clear, my interest in serving people, flexibility, punctuality, honesty and most importantly my willingness to work hard to achieve satisfied customers.

I can be contacted at 290-3630 and at the additional information provided on my resume. I am available for an interview at your request. I look forward to your favourable response.

(Attached is a photo on the finale page of this document)

Sincerely,

Mariah Alleyne

**PROFILE:**

I am a dedicated professional with**three years combined experience**as a customer service professional in retail and hospitality environments.

**EDUCATION:**

* Accredited Conflict Resolution and Mediation Centre Training in Conflict Resolution/Mediation/Negotiation March, 2016 - July, 2016.
* Bachelors in Social work (The University of The West Indies. St Augustine Campus) (2013-2016)
* Marabella North Secondary: CAPE 8 Units Attained 2012-2013
* Gasparillo Secondary School: CSEC 6 Subjects attained 2006-2011)

**PROFESSIONAL EXPERIENCE:**

**June 2015 –August 20105**

**Ministry of Social Development and Family Services**

**Position: Clerk Assistant**

**Duties and Responsibilities:**

* Case Filling
* Information Assistance
* Site Visit Reporting and Recording
* Telephone Attendant

May 2013- September 2014(Part-Time):

JTA Supermarket

Position: Cashier

**Duties and Responsibilities**

* Cashing out Customers
* Bagging of Goods
* Balancing Register
* Debit and Credit Card Transactions

**August 2012 – November 2012**

**Subway Restaurant**

**Position: Sandwich Assembly Line Worker**

**Duties and Responsibilities:**

* Taking Orders
* Preparation of Sandwiches for Customers
* Store Maintenance

**VOLUNTEER WORK:**

* Charity projects with the Sports Desk Youth Committee club.
* Tutoring second year to standard one students at Happy Hill Hindu School
* Tutoring Students at Courts of Joy Ministries various subject areas (primary and secondary
* level)

**HOBBIES**

* Drama
* Writing (spoken word, skits, monologues)

**REFERENCES:**

**Supervisor Social Welfare- Wendell Jones (682-6996)**

**Pastor- Hollis Peters (328-8295)**

Photo:

