10th August 2016

Southern Main Road

Sobo Village,

La- Brea

**Massy Stores**

39A Wrightson Road

Port of Spain

Trinidad W.I.

I hereby apply for the position as a **Replenisher or Bakery Attendant** at the above named organization. I am a hard working individual and a great team player.

If given this opportunity, I will endeavor to give my best at all times, and strive to incorporate the skills and disciplines I have learnt, to the benefit of your organization. My curriculum Vitae is attached for your perusal.

Thanking you for your kind consideration**.**

Yours Respectfully,

Margaret Griffith

**MARGARET GRIFFITH**

Southern Main Road, Sobo Village, La Brea

343-9903/360-3498

**WORK EXPERIENCE**

2000-2016

***The Wheel Restaurant and Bar***

* Lotto Operator/Supervisor

Ensures the safekeeping of accountable forms and other documents and prepares monthly inventory reports. In addition to this, collected sales remittances and other payments from the cash clerks, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;

***Graham’s Plumbing***

1994-2000

* Customer Service Representative

Responsible for providing services efficiently and effectively. Also keep and record every good circulation of money in the purchase or sale of, and provide simple reports to superiors at the end of every working day.

***Bridgelalsingh Hardware***

1990-1993

* Dispatcher

Assisted in taking orders for truck companies and sending trucks to pick up and drop off materials. Monitored and maintained current inventory levels; processes purchasing orders as required; and tracks orders.

***Superbake Bakery***

* Cashier

Checked daily cash accounts and guided and solved queries of customers.

***Skills***

* Excellent Customer Service Skills
* Ability to effectively manage time
* Good cash management skills

***References***

Anthony Richardson

Trinidad and Tobago Police Service

Police Offcer

723-3809/321-3026

Beverly Matthews

Atlantic LNG

Receptionist

Mobile: 398-8914/Work: 648-2916