Nanorya Jimenez

#243 Bluebird Drive,

Bonair Gardens, Aouca.

1(868)283-8455

[nnojs@hotmail.com](mailto:nnojs@hotmail.com)

Dear Sir/Madam,

I hereby apply for any available position in your company. I am an ambitious young woman desirous of reaching my highest potential.

I am skilled in Microsoft Word, Excel and Power Point. I also have knowledge and experience in MCS Payroll. In addition I have had some experience in Customer Service which I enjoyed.

I am capable of working alone or with a team. I am seeking the opportunity to work with your company given my work experience. I hope you will consider my application and allow me the opportunity to contribute to the further enhancement of your company.

Thank you for your kind consideration.

Yours sincerely,

……………………………………………..

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Objective:- To obtain a position where I can be an asset to the company along with development of new skills.

Education:- El Dorado Comprehensive School

Sept 1999 to Sept 2004

Principles of Business Grade II

Principles of Accounts Grade III

Social Studies Grade III

English Grade III

Experience:-

July 2014 - Nov 2014 Cashier

Massy Stores- Glencoe

* Provided exceptional customer service.
* Cashed out customer goods in an efficient and effective manner.
* Counted money in cash drawer at beginning and end of work shift.
* Collected cash, cheque or charge payments from customers.

July 2009 - June 2013 Payroll Clerk

Contractors & Decorators Ltd- Sixth Avenue Barataria

* Maintained payroll information by collecting, calculating and entering data.
* Provided reports for statutory agencies for payments. (NIS and PAYE).
* Supplied labour costs to be entered on project job cards.
* Resolved payroll discrepancies by collecting and analysing data.
* Provided payroll information and requests made by employees.

Feb 2009 – July 2009 Cashier

Thai Express- Trincity Mall

* Took customers’ orders.
* Restocked goods.
* Served customers
* Balanced register at the end of shift.

Nov 2006 – Nov 2008 Stocking Clerk

Wal-Mart Canada

* Stocked shelves, bins, racks with new or transferred merchandise.
* Cleaned shelves, aisles and displays.
* Answered customers’ questions about merchandise.

Jan 2005 – Nov 2006 Office Assistant

Contractors & Decorators Ltd – Sixth Avenue Barataria

* Delivered and collected mails, documents and packages from organizations.
* Ran daily errands for the office.
* Made copies of documents as assigned by the office.
* Ordered stationary supplies for office.

July 2004 – Dec 2004 Clerical Assistant

Ministry of Finance (Treasury Division)- Independence Sq. Port of Spain.

* Data Entry
* Filing
* Received, sorted and distributed mails.

Recommendations available upon request.