The Human Resource Manager

Massy Stores Trinidad

Dear Sir/Madam,

I hereby submit this resume to your reputable establishment, applying for the position of **Cashier**. I am currently pursuing a BSc. Accounting at the .University of The West Indies. Prior to this I have completed the CAPE examinations where I obtained grade ones in both Units of Accounting. Prior to this I was enrolled in a computer course which I completed at the advanced level earning a Grade A.

I have graduated from St. Joseph’s Convent San-Fernando and St. Stephen’s College with a host of extracurricular activities attached to my name. I have been previously employed allowing me to be gather experience as well as knowledge of work etiquette. I am a hardworking, persistent and outspoken young woman who believes in doing her best all the time. I consider it a privilege to offer my services to your renowned company. If my application is successful I will dedicate my energy, time and skills to the mutual benefit of your firm and myself.

Please find enclosed my resume. Thank- you for your consideration.

Yours Respectfully,

Sheneil Brandon-John.

SHENEIL BRANDON-JOHN

#19 Kenneth Avenue, Cocoyea.

318-4669/ 363-7859

sheneilbrandonjohn@gmail.com

**OBJECTIVE**: To obtain employment at an organization which would allow for me to develop further knowledge in my field of study as well to exercise my skills and positively contribute to the organization.

**EDUCATION:**

University of The West Indies, St Augustine 2015- present

Bsc. Accounting

St. Stephen’s College, Princes Town. 2013-2015

Eight (8) CAPE Units

St. Joseph’s Convent San Fernando. 2008-2013

Eleven (11) CSEC passes

**WORK EXPERINCE:**

**Wonderful World Cashier/Stock Room Attendant Jul-Aug 2016**

Duties: Collect money in the form of cash, card or cheque. Dispense change. Account for funds received during the day by balancing/reconciling transactions with system totals. As well as sorting and racking items brought in for sale.

**Massy Stores**   **Dispatch** **Dec-Jan 2016**

Duties: Responsible for packaging groceries for customers as they brought them to the checkout counter as well as executing chores given by management.

**Trinidad and Tobago Police Service Summer Intern 2015**

Duties: Responsible for assisting with tasks around the office and assisting with a children’s summer camp.

**CO-CURRICULAR/VOLUNTARY EXPERINCE**

Netball, Calypso Singing, Member of Trinidad and Tobago Police Youth Club.

**ADDITIONAL SKILLS:**

Leadership, Initiative and Teamwork skills.

**AWARDS**

Most Outstanding Student in CAPE Accounting Unit II

**REFERENCES:**

Beverly James

682-1218

Moesha Caesar

Acquaintance

366-1346