To whom it may concern,

Human Resource Department

Human Resource manager

Dear Sir/Madam

I hereby submit this formal application for any position within your organization fitting my credentials. I have experience I administrative, dispatching and supervisory duties, I also have experience customer service in a high paste environment.

I am punctual and dedicated individual and I am willing to be an asset to your organization. Attached is a copy of my resume for perusal. Should my application be successful and I am required to attend an interview, I will be available at a time and date that is convenient to you.

Thank you in advance for considering my application.

Yours respectfully,

………………………………..

AFISHA LEWIS

AFISHA LEWIS

Address: LP #853 Eastern Main Road

Damarie Hill, Sangre Grande

Email Address: [cherrie33@outlook.com](mailto:cherrie33@outlook.com)

Mobile: 4816789 3450369

Date of Birth: MAY 13th, 1991

Marital Status: Single

***Career Objective:***

To be a valuable asset as well as to enhance the image and production of the organization to which I am employed.

***Qualifications:***

***SEPTEMBER 2004-JUNE 2009: SANGRE GRANDE EDUCATIONAL INSTITUTE***

* English A II
* Principles Of Business II
* Human & Social Biology II
* Agricultural Science II
* Social Studies III
* Office Administration III

**WORK EXPERIENCE:**

***March 2014-Present: Columbus Communication:***

***Call Centre Representative***

* Taking Calls answering queries and Troubleshooting of service provided.
* Logging all calls and queries in a timely manner.

***January 2012-September 2013: Prestige Holdings, Kfc:***

***Customer Service Representative***

* Cashing
* Kitchen Staff

***March 2011– November 2011: Direct One:***

***Call Centre Agent***

* Taking calls and answering queries and troubleshooting.
* Logging all calls and queries in a timely and efficient manner.

***September 2009– February 2010: Quality Assurance Officer***

***Arawak And Company (contract)***

* ***Inspection of goods before leaving company***

**REFERENCES:**

**Avianna Arandell**

**Registered Nurse – Eastern Regional Health Authority (Sangre Grande)**

***354-5323***

**Fayola Moses**

**Clerk I – Port Of Spain Corporation/Public Health**

***276-3615***

**Kurneisha Bowen**

**Customer Service Representative – Digicel Trinidad & Tobago**

***379-7378***