Wednesday 24th June 2015

**Re: Employment Application**

Dear Recruiter,

I am currently seeking employment within JMMB where my skills and experience may bring value to your organization.

I am an industrious, honest and reliable young woman who has special interest in this organization and has a good attitude towards my work. I accept responsibility readily and I am prepared to perform my task very efficiently.

I am an organized, intelligent, hardworking, self-motivated and responsible person. I am a fast learner, well presented and able to work independently. I am also able to establish and maintain effective working relationships with all employees and with the external public.

I have recently completed my BA Hons in Human Resource Management with The University of Greenwich at the School of Business and Computer Science, of which I am awaiting my results. I have also enrolled myself in YTEPP Programme, certifying in Data Operations. I consider it a privilege to offer my service to your reputable organization.

If my application is successful I will dedicate my energies, skills and talents for the mutual benefit of your organization and myself. Thank you for your consideration.

A copy of my Curriculum Vitae is attached.

Yours Respectfully,

LEANN MALCHAN.

|  |  |  |
| --- | --- | --- |
| **Objective** | | |
| I consider myself to be an analytical and open-minded individual who welcomes knowledge and new perspectives. I look forward to being involved in a company that allows me to develop my professional skills, one with which I can learn and grow.  **DATE OF BIRTH**  11th October 1992 | | |
| **EducatioN**  2011 – 2013 School of Business and Computer Science *San Fernando*  **BTEC HND in Business -**  Specialize in HRM   |  |  | | --- | --- | | * Organisation and Behaviour | * Research Projects | | * Business Strategy | * Aspects of Contracts and Negligence for Business | | * Business Environment | * MFRD | | * Project Management | * Business Psychology | | * HRM | * Quality Management | | * HRD | * Business Decision Making | | * Managing Human Resources | * Marketing Principles | | * Internet and E-Business | * Employee Relation | | | |
| 2010 - 2011 | School of Business and Computer Science | San Fernando |
| **ABE Certificate in business management**   |  |  | | --- | --- | | * Introduction to Accounting – B | * Introduction to Business – B | | * Introduction to Business Communication – C | * Introduction to Quantitative Methods – A |   2009 - 10 **CXC CERTIFICATE LEVEL**   |  |  | | --- | --- | | * POB – II | * Geography – III | | * Information Technology – II | * Integrated Science – II | | * Mathematics – I | * English Literature – II | | * Social Studies – II | * English Language – II |   **WORK EXPERIENCE**  07’ 2015 – Present **Client Support Officer** JMMB Investments ltd.   * Provide information on products * Open new accounts * Make deposits * Do receipts for payments * Take orders from clients * Enter orders * Provide advice to clients * Market the company’s products   01’ 2014 – 01’ 2015 **Registration Officer** UTT   * Register students for GATE. * Assist students in completing application. * Reviewing applicants’ application. * Provide information on GATE.   11‘ 2013 – 01’ 2014 **Customer Service Representative** Rale Marketing   * Attend to customer queries and questions. * Provide information on products and services. * Assist with product repairs, sales and promotions.   **ACCOMPLISHMENTS**   * RBTT Young Leader’s School President 2008 * School House President 2008 * School Prefect 2007 – 2009   **OTHER ATTRIBUTES**   * Integrity * Excellent communication skills, interpersonal and organizational abilities. * Results and performance oriented. * Capable of working efficiently as an individual. * The ability to take initiative where necessary and remedy difficult situations. * A keen sense of priority. * Excellent computer skills. * Makeup Artistry | | |
| **References** | | |
| |  |  | | --- | --- | | * **Ms. Benetra Garcia**   Teacher One/ Dean  Princes Town West Secondary School  T: 705-4740/325-4284 | * **Ms. Deisha Granger**   Attorney at Law  T: 758-4787 | | | |
|  | | |