42 Union Road,

Marabella,

17th January, 2017.

39A Wrightson Road, Port of Spain,  
Trinidad W.I.

Massy Stores Ltd.

The Human Resource Manager,

Dear Sir/Miss,

I am writing to express my interest in any position that is available within your organization. I anticipate that my qualifications and experiences matches your criteria. I have worked at Repu Auto Supplies and Accessories Ltd, Marabella for approximately 9 months as a Customer Sales Representative and I have also worked at Faiz’s Auto Supplies Ltd as a csr in the car parts department, also I worked as customer service representative for 6 months at Massy Motors Ltd, Cipero Street. Currently, I am pursing my BA (HRM) in Human Resource Management at SAMs. I am always anticipated to learn new things. Also I am, motivated, high spirited and very energetic. I shall be only too eager to utilize my experience and ability to the benefit of your enterprise as, honesty and experience coupled with a passion to succeed are some of the traits which I possess. My intentions, given an opportunity to serve in your organization, will be to add value and creativity in the task entrusted to me.

I sincerely hope my application meets with your approval and I do look forward to attending an interview at your earliest convenience. Attached is a copy of my resume for your perusal.

Thanking you for your consideration in advance.

Yours Respectfully

Camille Dalchan.

**CAMILLE LETICIA AMBIKA DALCHAN**

***Personal Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Date Of Birth : 26/12/1996
* Home Address – (42 Union Road, Marabella)
* Email -: [CamilleDalchan@gmail.com](mailto:CamilleDalchan@gmail.com)
* Cell Number -: 1( 868) 287-2946/1 (868 ) 342-8735
* Landline -: 1 (868) 658-4909

***Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* **Certificate Courses (Practical Computer Training**

Certificate of Achievement - Computer Literacy. (June 2008)

Certificate of Achievement - Advanced Microsoft Word & Microsoft Excel. (April 2008)

Certificate of Achievement - Microsoft Publisher & Microsoft PowerPoint. (April 2008)

Certificate Of Achievement - Advanced Typewriting. (April 2008)

* Attended Marabella South Secondary School.

**Qualifications (CSEC Proficiency) June, 2013:**

English A General (Language) – 3

Principles of Accounts General – 3

Principles of Business General – 3

CVQ- I.T. – (Level One) – 1/ 98%

Mathematics General – 4

English B General (Literature) – 2

Human and Social Biology General – 3

* Completed Certificate Course in Human Resource Management (Yr. 1&2) at the University of The West Indies. (2014-2016)

**Grades Attained:** Case Study –A-

Organizational Behavior and Theory – B+

Human Resource Management (2) – C

* Currently pursing, BA (Hons.) in Human Resource Management at SAMs Caribbean Ltd.

***Previous Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

October 2013- July 2014

Repu Auto Supplies and Accessories

Marabella

653- 5896

Position: Customer Sales Representative/ Personal Assistant

Job Description:

* Presents and sells the range of Company products and services to current and potential customers.
* Conducts daily check of the store and makes authorized necessary adjustments.
* Assist and communicates product and service opportunities, special developments, information or feedback gathered to company staff.
* Perform all other related job functions as required.
* Purchases personal items for past employer.
* Runs errands for previous employer e.g. buying food, Going to the bank and withdrawing money, collecting forms and other documents.

December 2014- January 2015

Faiz’s Auto Supplies and Accessories

Marabella

Position: Sales Representative

Job Description:

* Makes purchases for various items as necessary.
* Presents and sells the range of Company products and services to current and potential customers.
* Packing and replenishing the shelves when necessary.

22ndJuly, 2015- 29th January, 2016

Massy Motors Limited

Cipero Street, San Fernando

N.B- I was hired as a temporary employee for the program ‘Customer Bundle’.

Position: Customer Service Representative/ Brand Ambassador

Job Description -

* Operator – Answering calls and transferring them to the different departments as necessary and taking messages for my co-workers.
* Receptionist- Assisting the head administrator in whatever was necessary.
* Parts Clerk- Answering and returning calls to customers, Learning ADP systems to help allocate parts and stock when necessary by my employer, also checking the availability of various parts for customers. Doing a stock check as whatever was needed or needed to be ordered.

**Extracurricular activities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Member of Trinidad & Tobago Red Cross Society. (Enrolled in March 2006)

Swimming Certificate - Elementary 1. (August 2009) (St. Michael’s school of swimming)

Swimming Certificate - Junior Swimmer 3. (July 2009) (St. Michael‘s school of swimming)

Certificate of Participation - First Citizens 2009 Developmental Workshop

For Young Musicians (2009).

**Other Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Certificate of Participation - Annual Youth Camp (Krishna Mandir) (2008)

**Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To obtain and secure a position that will enable me to utilize my key skills and experience so that I can be of great assistance in the betterment of your company.

**References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* ***Name*** : Tracy Awai

***Occupation***: Human Resource Manager, Massy Motors.

***Contact Number***: 1868 (6578521) Ext 1260

* ***Name*** : Dave Dunlop

***Occupation***: Human Resource Management 1, Lecturer, University of the West Indies, Open Campus.

***Contact Number***: 1868 (684-0701)

* ***Name*** : Candice Ragoobarsingh

***Occupation***: Sales Assistant, Massy Motors Ltd.

***Contact Number***: 1868 (729-2922)