**MELANIE MARCELLE ROBERTS**

**#15 SOCONUSCO ROAD LA PASTORA**

**UPPER SANTA CRUZ**

**Email address:** marcelleroberts2225@gmail.com

**Telephone contact: 676-2981 OR 741-4647**

**Objective**

To help the organisation achieve its aims an objectives in providing excellent service to the customers of Trinidad and Tobago.

**NATIONALITY:** TRINIDIAN

**MARITAL STATUS:** COMMON-LAW

**HEALTH:** EXCELLENT

**LEISURE INTREST:** SWIMMING

**EDUCATION:**

* La Pastora Government Primary School
* San Juan Secondary Comprehensive
* Prototype Secretarial Institute
* Paul's Secretarial College
* Institute of Training and Development
* Institute of Medical Education

**QUALIFICATIONS:**

* English Language (CXC)
* Office Procedures (CXC)
* Typewriting (CXC)
* Social Studies (CXC)
* Office Procedures Level 1(City & Guilds)
* English for Business Communication Level 1(City & Guilds)
* English for Office Skills Level 1 (City & Guilds)

**COURSES**

* Customer Service Representative Training Programme
* Secretarial Duties
* General Secretary (Grade B+)
* Dialysis Technician (Diploma) currently pursuing

**PRATICAL EXPERIENCE**

* Counter Sales Clerk
* Front Desk Receptionist
* Doctor's Clinic Receptionist
* Dental Assistant/ Receptionist

**JOB SUMMARY**

* Royal Castle
* RIK Book Store
* Quantum Elite
* Perks Gourmet and Coffee House
* St Augustine Private Hospital
* St Augustine Dental Association Ltd

**REFERENCES**

Natasha Bissoon-Dindial

Tel# 310-3761

Dillamarie Hull

Tel# 353-8834

Krystal Ragoonanan

Tel# 766-0290

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam,

Re: Appointment for the position of Pharmacy Assistant.

With reference to the above captioned I would like to be considered as a suitable and valuable applicant to fill the vacant position as advertised in Concordance with my Qualifications and Expertise.

My objective is to serve within a dynamic organization in which personal development is directly related to productivity.

I am a competent and very efficient multi-tasking individual and with my highly developed inter- personal skills I know I can make a positive contribution within your organization.

Should I be afforded the opportunity to work within your organization, I am prepared to undertake the demanding challenges of living up to the high standards set by this premier institution.

Attached is a copy of my Resume for your viewing.

Thank you for your professional courtesy in reviewing my qualifications and I look forward to a favourable response.

Yours Respectfully,

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Ms Melanie Roberts