Tisha James

84 New Settlement,

Dow Village,

California.

[tishajames61@yahoo.com](mailto:tishajames61@yahoo.com)

(1868) 334-8569.

March 27th 2017.

Attn: Human Resource Manager

Dear Sir/Madam,

I would like to take this opportunity to express interest in joining your team of professionals as a cashier. If chosen I know I can put one hundred percent into your organisation. I have excellent inter-personal skills and I am a team player. As a young passionate person, I can bring my innovative skills, my enthusiastic attitude and my quick decision making towards any challenge presented to me, in your organisation.

I would enjoy this opportunity to learn with your company using my present academic training and abilities. Your company has an impressive reputation for their knowledge and a remarkable depth of principles and procedures, and as such I would feel fulfilled to join your team. Learning and growing is quite inviting to a young aspiring person such as myself.

Enclosed is a copy of my resume, which outlines my credentials. Given this opportunity, I know I will excel at your establishment. Thank you for your consideration.

Respectfully,

Tisha James.

Enclosure

**Education:**

Administrative Career Training Institute and Recruitment Agency

2017 Computer Literacy

Computer Typing

Peachtree Accounting

Miracle Ministries Pentecostal High School

Cape

2014 Subject Unit Grade

Accounting 2 Four

Economics 2 Four

Caribbean Studies 2 Three

Management of Business 1 Two

Year Subject Unit Grade

2013 Accounting 1 Two

Communication Studies 1 Three

Management of Business 2 Five

CSEC

Year Subject Proficiency Grade

2012 Caribbean History General One

English A General Two

English B General Two

Integrated Science General Three

Mathematics General Three

Principles of Accounts General Two

Principles of Business General Two

Social Studies General One

**Experience**

Puff & Stuff

Corner Noel Street and Southern Main Road,

Couva.

Cashier

Responsibilities:

• In charge of shift

• Undertook handling of cash

• Organising bakery

• Opening and closing of premises

• Recording of inventory

Holiday Food Snacks, Bermudez Biscuits, Kiss

Uriah Butler Link Road.

1868-734-7792

Merchandiser

Responsibilities

• Organising company products

• Executed company sales target goals

• Co-ordinate with regional merchandiser manager

Cara Suites Hotel and Conference Centre

Southern Main Road, Claxton Bay

1868-742-4365

Front Desk Agent

* Managing reception area- greeting guests and responding to in-person and telephone request for information.
* Upheld the electronic and paper filing system of organisation
* Received and screened a high degree of internal and external communication
* Imputation of all reservations received whether by electronic mail, walk-ins and telephone
* Organising the delivery and pick-up of all materials leaving the business and safeguard documents that are delivered to the organisation
* Preparation of reports and correspondences
* Taking minutes
* Interacting with companies Executives to carry out daily activities
* Manage cash float

Rosaligh’s Services

Southern Main Road, Point Lisas

1868-321-6253

Administrative Assistant/Customer Service Representative

* Displays products
* Compose customer invoices
* Impute orders and organise employee payroll on QuickBooks
* Take customer complaints and provide timely feedback
* Co-ordinate with suppliers
* Stock checking and maintenance

**Personal Information**

Name: Tisha James

Number: 1868-334-8569

E-mail address: [tishajames61@yahoo.com](mailto:tishajames61@yahoo.com)

Date of birth: 08/10/1995

Marital Status: Single

**Recommendation**

Miss Marsha Joshua

Head Librarian

Miracle Ministries Pentecostal High School

Mrs Sharen Phillip-Hosein

Head Accounting Department

Miracle Ministries Pentecostal High School

Recommendations would be provided in writing upon request and any other relevant documents.