Giselle Ignacio

March 29th 2017

Dear Sir/Madam,

I am writing to enquire about any entry level job vacancies there may be within the company.

I am experienced in clerical functions, warehouse operations as well as data entry. I am comfortable working independently or as part of a team.

Notable, I also have customer service experience and good interpersonal skills which allow me to interact successfully with colleagues and clients alike. I firmly believe that my skills and experience can be an excellent match and enhance your company’s performance. I am capable of fulfilling the responsibilities as outlined in the job description.

I am very interested in this opportunity.

I may be contacted at 472-5681

Respectfully,

Giselle Ignacio

Giselle Ignacio

Work Experience

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| Mecca Industries Limited  Office Assistant  Responsibilities:  Receiving work orders  Processing all incomingcorrespondence  Distribution of work orders  Ensuring all work is done correctly/timely  Bhagwansingh’s Steel & Industries Limited  Inventory/Warehouse Clerk  Responsibilities:  Entering info into database  Receiving and the dispatching of goods  Managing paper and electronic filing systems  Maintaining the database  Stocktaking  Attending to daily office duties  Industrial Rubber Products Ltd  Customer Service Representative  Responsibilities:  Providing support via telephone and in person  Attending to walk-in customers  Data Entry  Quotations  Sales and Invoicing  Stock taking/Filing  Attending to daily administration duties  Stock Inventory | | 2014      2011-2014          2007 - 2011 |
|  |  | |
|  |  | |

Education

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| --- | --- |
| COSTAAT  Bsc Social Work  The University of the West Indies  Certificate in Early Childhood Care and Education | 2014-Present    2009-2012 |

Qualifications

**CXC**

Social Studies 2

English Language 2

English Literature 3

History 2

Principles of Business 3

Mathematics Pending (2017)

Human and Social Biology Pending (2017)