Aliyah Boyce

#2 Agricultural Road

Dow Village

South Oropouche

April 23rd , 2017

The Human Resource Manager

Massy Stores

Gulf City

Dear Sir/Madam

I wish to apply for a vacant position at your place of business. Attached is my CV for your perusal.

I possess the ability to effectively handle situations or inquiries while working within policy, procedures and standard processes. You will find I am detail oriented and able to analyse, prioritize and resolve requests or issues quickly and effectively. I have excellent communications skills both oral and written.

I have remarkable interpersonal, organizational and time management skills; I am well versed in all the Microsoft Office suite applications. Furthermore, I learn new applications quickly and effectively. I am able to support team goals along while finishing my assigned tasks, which makes me a perfect fit for a multitasking environment such as yours.

Thank you for taking the time to consider my application.

Sincere regards,

Aliyah Boyce

(868-373-8074)

**Aliyah Kathy Boyce**

**D.O.B: December 10th 1998.**

**# 2 Agricultural Road,**

**Dow Village,**

**South Oropouche.**

**Cellular# 373-8074 / 356-0706**

**aliyah.boyce10@gmail.com**

**Curriculum Vitae**

**Objective**

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* To obtain a position within a company that allows me to utilize my skills and experience in a challenging environment that also allows room for self-improvement.

**Qualification Highlight**

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* Computer proficiency on Windows platform includes MS Office applications (Word, Excel PowerPoint), E-mail, and the Internet.

**Organizational Skills**

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| * Exceptional organizational skills; work effectively under pressure. Prioritize workload and multi-task. Conscious of deadlines; possess a good sense of urgency. |
| * Work efficiently and effectively as self-starter in busy environment handling many tasks simultaneously. Initiate action and follow through to conclusion of any commitment. Capably learn new skills. |
| **Employment History**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * ***Customer Service Representative****:* Wo -Ping Supermarket 2014   ***Job Description:*** Restocking shelves, Inventory, Assisting walk in customers, Cashier’s Assistant   * ***Cashier/ Customer Service Representative:*** JTA Supermarket (C3) 2016   Job Description: Restocking shelves, Inventory, Assisting walk in customers, Cashier  **Education**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Vessigny Secondary School, September 2013-June 2015 * Fyzabad Secondary School, September 2010- June 2013 * South Oropouche RC School, September 2003 – June 2010   **Qualifications**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Subjects(General Proficiency)*     * English A: Grade 1 * Principles of Business: Grade 1 * English B: Grade 2 * Principles of Accounts: Grade 2 * Information Technology: Grade 2 * Integrated Science: Grade 3 * Mathematics: Grade 3   **Skills**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Computer Literacy   **References**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Mr. Stanton Hoosaine   Principal  Vessigny Secondary School  Tel: 763-4809   * Alana Lackee   Supervisor  JTA Supermarket (C3)  Tel:335-3999 |