Kyreena Williams

Contact: 1-868-295-2409 Email:kyreenawilliams@live.com

February 2, 2017

The Manager

Human Resource Department

Re: APPLICATION FOR EMPLOYMENT

Dear **Sir/Madam**,

I wish to apply for any available open position at your company. Please find enclosed my CV application.

I am an industrious, sophisticated, optimistic and self-motivated individual, with a pleasant disposition.

Willing to learn new things with the ability to multitask in a busy environment.

I strongly believe that I will be a valuable asset at your company once given the opportunity .

Thank you kindly for taking the time to consider my application and I am looking forward to your favorable and positive response.

Yours Respectfully.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kyreena Williams

RESUME

Kyreena Williams

Date of birth: 22/05/1982

Address: #35 Baker Trace, Guaico, Sangre Grande

Email: [kyreenawilliams@live.com](mailto:kyreenawilliams@live.com)

Objective

I am seeking a competitive and challenging environment where I can serve a dynamic and progressive organization and establish an enjoyable and professional career for myself.

Personal Skills

People Skills

Multitasking

Discretion

Persuasive

Decision Making

Education Academic Background

Curepe Fatima RC – 1987-1994 Typing(2)

Curepe Junior Secondary- 1994-1997 Office Procedure(2)

St.Augustine Senior Comprehensive- 1997-1999 Principle of Accounts(3)

Computer Literate Course-1999 Mathematics(3)

Creative Academy English(3)

Mt.Hope Nursing Academy-2009

Work Experience

Direc One – Spirit Affiliate

Position held: CSR, Trouble Shooting Technician – 2004-2006

Duties- Customer Service assistance, Billing issues, Queries, Trouble shooting all mobile phone issues

JVK Xclusive-2006-2008

Position held: Cahier, CSR

Duties- Product purchases, Cashing, Work schedules, Customer assistance

Journey Beyond Horizon-2008-2010

Position held: Hotel Supervisor

Duties- Payroll, Work schedules, Time sheets, Purchasing, Stock taking

Fitzroy Williams & Associates

Position held: Clerical assistant

Duties- Payroll, Time sheets, Filing, NIS, Sales & Services

Happy Ending Casino

Position held: Floor Supervisor, Cashier

Duties- Cashing, Reading machine numbers, Balance cashier draws, Machine monitoring

References

**Corporal- Che De Silva**

Contact: 678-5708 / 336-0984

**Oba Tech Solutions**

Managing Director – Oba Ryan

Contact- 340-4037