February 26, 2017

***Ramco Industries***

***Human Resources Department***

***Manager***

*Attn: To whom it may Concern*

**Dear Sir/Madam,**

**RE: APPLICATION FOR EMPLOYMENT.**

I write to you expressing my interest in your company and prospective employment opportunities.

I was an Accounts Assistant overseeing the Accounts Receivable Credit at the Trinidad and Tobago Postal Corporation. I have Five (5) years of learning and experience in Accounting, Data Entry and Corporate Client Communication. Presently I am pursuing *Corporate Finance* based at the University of Pennsylvania which is being accessed via Online Studies and tuition. I have attached for your perusal my curriculum vitae.

It is my sincere hope that my application would be considered for a position within your organization and I stand ready and willing to meet with you at your convenience, should you deem such a meeting necessary.

Your kind courtesy will oblige.

Respectfully,

Kerdielle K. Edwards

**OBJECTIVE:**  To gain employment

**EXPERIENCE: TRINIDAD AND TOBAGO POSTAL CORPORATION 2015** [February 2nd, 2015 – 2017]

* **Accounts Assistant** - Accounts Receivable Credit

Data Entry maintained of the daily debtor’s transactions

Cash Books balancing of all Monetary transactions

Debtor’s / Receivable Credit Collections

Weekly and Monthly Debtor’s Deposit Report

Monthly financial Report for the Board of Directors

Reconciliation on American based Credit customers

**SERVIOKG COMPANY 2014**

* **Accounting Clerk** - Part-time
* Established an accounting database for the Construction and General Maintenance Company; SERVIOKG.
* Develops and maintains all SERVIOKG accounting transactions, account books and/or records.

**YOUTH FOR CHRIST/HEARTLINE MEDIA HOUSE** [May 2011 – December 2014]

* **Assistant Regional Coordination** [May 2011 - June, 2012] – Overseeing the Districts of For San Fernando, Point-a-Pierre and St Joseph/ Arima.
* **Financial Administrator** - Heartline Newspapers for Trinidad and Tobago. [July 2012 - December, 2014]
* **Accounts Payable Officer** [2012]
* **Relations Officer** (2012- 2014)

**SUBWAY RESTAURANT: CASHIER - 2010**

High Street San Fernando

**EDUCATION: University of Pennsylvania**

* INTRODUCTION TO CORPORATE FINANCE *currently pursuing*

**SCHOOL OF BUSINESS AND COMPUTER SCIENCE (S.B.C.S)** [June, 2014 – Present]

**SUCCESSFULLY COMPLETED**

* ACCA / Foundations in Accountancy
* Level 1 – *Recording Financial Transactions & Management Information* –

**SCHOOL OF PRACTICAL ACCOUNTING** [June, 2013 – May, 2014]

**SUCCESSFULLY COMPLETED**

* Practical Accounting
* Computerized Accounting Basic and Advanced

**GASPARILLO HINDU SCHOOL (1997 - 2002)**

**GASPARILLO GOVERNMENT PRIMARY (2002 – 2003)**

**GASPARILLO COMPOSITE/ SECONDARY SCHOOL 2004-2009**

* Mathematics
* English
* Social Studies
* Science
* Home Economics
* Home Management

**ASSETS:**

* Microsoft Office
* Multitasking
* Computer Literate

**DEPENDENTS:** One [1]

**DATE OF BIRTH:** 27th November, 1992

**REFERENCES:** Marcus Cox

470-3070

Maurice Rosales

7846757