 **KEIVA KAREN LEWIS**

**#26 SHERIFF STREET TUNAPUNA TRINIDAD WEST INDIES**

**Tel: 1 (868) 712-8475 / 369-6987 / 233-13**

**E mails: kkarynlewis@gmail.com**

**To Whom It May Concern**

Dear Sir/Madam

I wish to take this opportunity to apply within your organization for the position of Cashier . I believe that this opportunity will allow me to utilize my knowledge and skills as well as acquire new ones, and by so doing, wish to be considered an applicant for positions that may be suitable, or commensurate with my qualifications and experience.

Every organization has goals and objectives and it is especially the personal who assist in accomplishing these goals. I would like to let you know that I am that enthusiastic employee who can contribute to any organization’s success.

I realize that consideration in hiring or promoting an applicant is based on the skills, services and qualifications the applicant has to offer. I am diligent and able to learn quickly and adapt to new working environments and concepts. I communicate very well with people and I have a passion for helping others. I also enjoy new challenges.

I hope that my experience and qualifications obtain as described in my resume suggest how I might be of service to your growing organization.

I will be available at any time to be interviewed, that is convenient to you or when your schedule permits it. Thank you in advance for your time and consideration in reviewing my application

Respectfully,

………………………..

Keiva Karen Lewis

**KEIVA KAREN LEWIS**

**#26 SHERIFF STREET TUNAPUNA TRINIDAD WEST INDIES**

**Tel: (868) 712-8475 / 369-6987**

**E mails:** [**ntrigueluv@yahoo.com**](mailto:ntrigueluv@yahoo.com)

**kkarynlewis@gmail.com**

**SKILLS PROFILE - EXPERIENCE**

**ICD – INSTITUTE OF CORPORATE DEVELOPMENT LIMITED**

**11/2015 – Present**

**CSR Customer Service Representative / Office Assistant**

Duties and Function

* Ensuring and providing 100% Customer Satisfaction
* Demonstrate a positive and approachable composure to promote healthy customer and employee interaction with members.
* Promoting and Marketing the Company Services for future prospects and increased business.

**GO FITNESS HEALTH CLUB LIMITED**

**04/2011 – 09 / 2015**

**Administrative Supervisor / Customer Service Representative**

Duties and Function

* Ensuring and providing 100% Customer Satisfaction
* Maintaining an effective and current database for all Members.
* Demonstrate a positive and approachable composure to promote healthy customer and employee interaction with members.
* Promoting and Marketing the Company Services for future prospects and increased business.

**PIARCO AIR SERVICES – PIARCO INTERNATIONAL AIRPORT**

**04/10/2009 – 30/12/2009**

**Customer Service Representative**

Duties and Function

* Attending to ALL travelling passengers
* Checking in all passengers for flight
* Ensuring ALL passengers comply with the policy of the airline
* Maintaining a pleasant and approachable composition.

**SPECIALIST LEARNING CENTRE**

19/04/2007 – 19/06/2007

**Administrative Secretary**

Duties and Functions:

* Admissions or Enrollment of new and current students.
* Maintaining all student records and information on a database
* Ensuring there are adequate supply of stationery and the proper functioning of school’s equipment etc.

**FOOD GIANT SUPERMARKET – MARITIME PLAZA**

06/12/2006 – 31/01/2007

**Front End Supervisor**

Duties and Functions:

* Ensuring all employees e.g. Cashiers, Wrappers and Porters are roistered daily to ensure efficiency and provide effective customer service to all customers.
* The training and recruitment of staff
* Ensuring all equipment’s is operational and functional for daily duties.
* Assume the responsibilities and function of the Accounts co-ordinator

**HOME CONSTRUCTION LIMITED – HCL GROUP OF COMPANIES**

**LONG CIRCULAR HEALTH AND FITNESS CLUB**

January, 2004 – October, 2006

**Customer Service Representative / Front Desk Agent**

Duties and Function:

Same As Above - GO FITNESS HEALTH CLUB LIMITED

**ST ANN’S WEST DEVELOPMENT COMPANY LIMITED**

August, 1995 – August, 1996 (Contract 1 year)

**Administrative Office Assistant**

Duties and Function

1 .Working efficiently with the various departments of the company.

2. Maintaining all company records and clients information confidential and on a database

3. Responsible for all customer queries and contracts for services.

**CRESCENT DRUG STORE / PHARMACY – CUREPE**

February, 1994 – April, 2005

**Sales Clerk / Cashier**

Duties and Function

* Ensuring all pharmaceuticals are labelled correctly with proper codes, prices expiration dates etc
* Attending to all customers
* Knowledge of all products and their usage

**EDUCATION AND ACADEMIC PROFILE**

**Curepe Junior Secondary School**

1988 -1999

**St. Augustine Senior Secondary Comprehensive School**

1991 – 1993

Social Studies

English Language

**St Helena’s Commercial School**

03rd July, 1995

Typewriting

Shorthand

**ADDITIONAL CERTIFICATES OBTAINED**

**SITAL – School Of International Travel and Languages**

07th June, 2000

Airline Reservation

Computerized Airline Reservation (SABRE)

**DELTA SOFT TRAINING AND COMPUTER SERVICES LIMITED**

April, 2004 – July, 2004

Microsoft Office Level 1 & 2

**INTAD – Institute of Training and Development**

August, 2005

Executive Administrative Office Assistant

**EXCEL EDU CENTRE**

February, 16th 2005

Nursing Assistant

**MK CAREERS TRINIDAD LIMITED – HUMAN RESOURCE TRAINING**

26th May, 2006 – 27th May, 2006 Professional Customer Service

**REFERENCES**

Ms. Nadia Ramdass

Teacher

Tel: 1 (868) 712-8975

Mr. Anthony Haynes

Retired Senior Station Officer

Trinidad and Tobago Fire Services

San Juan Division

Eastern Main Road San Juan

Trinidad West Indies

Tel: 1(868) 638-4053

Mr. Dwight Ramcharan

Eastern Credit Union Society Limited

La Joya

Eastern Main Road St Joseph

Trinidad West Indies

Tel: 1 (868) 662-1184 ext. 2336

768-7591

Mr. Andrew Lawrence

Trinidad and Tobago Police Service

Homicide Department

Riverside Plaza

Port of Spain

Trinidad West Indies

Tel: 1 (868) 625-2877

386-9459