Kafi Cummings

#11 Todd Street, San-Fernando

Telephone: (868)-365-5989/ 745-8879

Email: kaficummings@gmail.com

April 12th, 2017

Dear Hiring Manager,

Through this letter, I want to introduce and show my level of interest that I have in becoming a Customer Service Representative at your company. I have added an attachment of my resume which contains my employment background, education and skills.

Even though my employment experiences are few and wasn't long term they helped me to become more responsible, punctual and customer friendly. All my past employers were impressed with my professionalism and that is what makes different from the others. I have confidence this company would help me to gain more experience as Customer Service Representative.

I believe in excellence and I have always dedicated myself, talents and creative abilities to ensure a successful accomplishment of company goals. My positive attitude and ability to multi-task would be an asset to your company.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I will gain more knowledge about the company. It's goals and plans and how I can contribute to future success and growth. For further information, you can contact me at 273-6352. Thank you for considering my application

Sincerely,

Kafi Cummings

**KAFI CUMMINGS**

#11 Todd Street, San- Fernando

Contact: 868-365-5989/ 868-273-6352 [kaficummings@gmail.com](mailto:kaficummings@gmail.com)

**OBJECTIVE: To obtain any position with your company which will allow use of good people skills and reliable work ethic.**

**EDUCATION:** HOLY FAITH CONVENT COUVA (2011-2016 )

**SUBJECTS GRADE**

* Mathematics III
* English A II
* English B II
* Social Studies II
* Integrated Science II
* Food and Nutrition II
* History III
* Theatre Arts II

**WORK EXPERIENCE**

January 2017- Present- Urban Brands Brandz, High Street San-Fernando

* Assist Customers
* Keep account of stock
* Cash customers (occasionally)
* Greet customers

December 2016 - The CEPEP Company Limited, Factory Rd., Ste Madeleine

* Anwer and Transfer calls on the switchboard
* Greet visitors
* Print documents
* Edit documents
* Send and receieve F.A.X documents
* Take messages

December 2016- Ansa Motors,Royal Road San -Fernando : Inventory ClerK

* Organise shelves
* Ensure area is kept clean
* Keep account of stock

September 2016- December 2016: Toymart- Sales Clerk

* Assist customers
* Organise shelves
* Test toys
* Sort out toys according to age groups

April 2016: Copy Express, High Street, San Fernando- Photocopier

* Assist Customers
* Print documents
* Photocopy books and other important documents
* Print documents

**SKILLS**

* CVQ Food Preparation 2014-2016
* Knowledge in computer literacy
* Customer Friendly
* Great organizational Skills

**REFERENCES**

Leverene Smith Melissa Western

Teacher Manager

1868-734-0904 1868- 287-0452