**Zahra Fatima Benjamin**

**LP#52 Jonathan Street, Cunupia, Chaguanas, West**

**Tel. 868- 377- 5928**

Dear Sir/Madam,

I am applying for a vacant position within your organization; my resume is attached for your perusal.

I am skilled in the Customer Service area, having experience within a highly-energized environment. My experience is vast having interaction with customers on a daily basis ensuring consistent satisfaction. Currently I am pursuing a Diploma Food Science and Technology at the University of Trinidad and Tobago and expecting to pursue my Bachelor’s Degree in Science at The University of the West Indies.

I am recognized by my peers as a team player, an effective mentor, and someone who is able to offer the confidence needed to perform during times of high pressure. My reviews underpin my ability to add value, and I know that this position will be an ideal match for both your company and my career needs.

Thank you for your time and consideration, I look forward to hearing from you soon.

Respectfully,

Zahra Fatima Benjamin

**ZAHRA FATIMA BENJAMIN**

Lp 52 Jonathan Street

Cunupia, Chaguanas West

**Tel: 1(868)-377-5928 / E-mail:** [zahrabenjamin1@gmail.com](mailto:zahrabenjamin1@gmail.com)

##### SUMMARY

An ambitious and results-driven individual with the capability to work in a fast paced environment. Posess a good academic foundation and a diverse background of extra-curricular activities and interests. Possess strong leadership skills along with the ability to deal creatively and practically with problems/issues and interact effectively with colleagues and clients.

EDUCATION

2015 – Present **University of Trinidad and Tobago, Valsayn Campus**

(Part time) Diploma in Food Science and Technology

Achievements: Certificate for Teamwork, Certificate for I.T, Meal planning, Food Safety and Quality, Food Laws and Regulations, Culinary Arts Practices, Event Management, Business Planning.

2010 – 2015 **Caribbean Union College Secondary School.**

Achievements: English A (1), Information Technology (1), Mathematics (2)

Spanish (2), Chemistry (3), Biology (3), Physics (3)

Religious Education (3)

WORK EXPERIENCE

**Burger King**

Price Plaza 2015 – 2016

**Cashier**  (Full-Time)

*Fast Food Restaurant*

*Duties:*

* Tender Sales
* Assist customers in the selection of products available
* Prepare food orders as per the restaurant policy and procedure
* Ensure customer satisfaction
* Maintain restaurant housekeeping and hygienic policies

**RELISH (Creole Food Restaurant)**

Ariapita Avenue 2016-2017

**Cashier/ Customer Service Rep.** (Full-Time)

*Duties:*

* Tender Sales
* Assist customers in the selection of products available
* Maintain Customer Service Policies
* Maintain Restaurant housekeeping and hygienic policies
* Settle end of day sales
* Maintain Stock Inventory
* Maintain Administrative policies
* Maintain Receptionist/ Telephone etiquette

EXTRACURRICULAR EXPERIENCES AND ACHIEVEMENTS

**University of Trinidad and Tobago Achievement** 2015 - Present

* Student Volunteer.
* Member of Netball Team.
* Class Representative for UTT Student Council.
* Class Achiever (Highest GPA).
* Certified Computer Student by the Institute.
* Certified Good Team member and coordinator.

**Caribbean Union College Secondary School Achievement** 2010 - 2015

* Student Volunteer.
* Class Prefect.
* Member of Student council.
* Member of Netball Team.
* Made the “Student Honor Role” three years in a row.
* Awardee of “Positive Peer Influence.”
* Awardee of “Student of Excellence.”
* Awardee for “Computer Science.”

PERSONAL INTERESTS/ ACTIVITIES

* Cooking.
* Reading.
* Hair Styling.
* Makeup Application.