***NAME: Cindy Peter***

***DATE OF BIRTH: November 30th, 1990***

***ADDRESS: #218 Last Avenue Longdenville, Chaguanas***

***EMAIL: cindypeterss24@gmail.com***

***CONTACT: 309-4947***

**TO WHOM IT MAY CONCERN**

I hereby apply for a vacancy within your organization commensurate with my qualifications and experience.

I am a dedicated, hardworking, and trustworthy individual seeking an opportunity to offer my skills, experience and passionate attributes to your organization. I have the charisma and self-motivation to carry out the job effectively, and I am capable of efficiently dealing with clients and effectively providing adequate service to them.

I am willing and able to adapt to the protocol of your organization, and can work well as an individual as well as in a group/team to provide quality service to your clients and have the enthusiasm and determination to guaranty that I make a success of it.

I do passionately look forward to the opportunity of working at your organization and making most of the dynamic and elevating atmosphere that your company fosters. I can be present for an interview at a time most convenient to you.

Yours sincerely,

………………………………………….

Cindy Peters

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***ADDRESS: #218 Last Avenue Longdenville, Chaguanas***

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**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and to earn a job which provides me with the practical/hands-on satisfaction, self-development, and to help achieve my personal as well as the organization’s goals.

**PROFESSIONAL EXPERIENCE**

* *Chaguanas North Secondary (MuST Training Programme)*

Office Clerk

* Type agendas for meetings
* Word processes all, letters, documents and proposals
* Records, date stamps and distributes all incoming mail
* Compiles and maintain an up to date telephone directory of numbers and addresses
* Files all correspondence
* Updates the bulletin board by posting and removal of outdated materials
* Ensures the Administrative Offices, Reception Area are kept

clean and organized

* Greet and assist visitors in a courteous manner
* Answer phones in a courteous manners
* Record messages accurately
* Direct calls and respond to inquiries
* Makes appointments
* Provides information of as general nature
* Use of the business equipment

***August 2015 - January 2016***

* *Buyers Mart*

Cashier (1 year)

* Greet the customers entering into organization
* Handle all the cash transaction of an organization
* Receive payment by cash, cheques, credit card
* Check daily cash accounts
* Guiding and solving queries of customer
* Providing training and assistance to new joined cashier
* Maintaining monthly, weekly and daily report of transactions
* *Food Basket*

Cashier (1 year)

**HOBBIES**

* Reading
* Watching football/cricket (Occasionally)

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**INTEREST**

* Going back to school to get my diploma in Business Administration
* Traveling

**PERSONAL ATTRIBUTES**

* Honest
* Trustworthy
* Hardworking
* Committed
* Team Player

**EDUCATION**

* **Multi – Sector Skills Training Programme (MuST) (2016)**

CVQ Level 1 General Office Administration

* **Administrative Career Training Institute and Recruitment Agency (ACTIRA)**

Certificate in Administration

* **Youth Training Employment Partnership Programe (YTEPP)**

Hairdressing

* **Youth Training Employment Partnership Programe (YTEPP)**

Skills for the Automated Office

* **Chaguanas North Secondary School**

**C.X.C O’LEVEL: SUBJECT GRADE**

O.A 3 (General)

P.O.B 3 (General)

Social Studies 3 (General)

English 3 (General)

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Heather Dooley

Ramps Investment

689-6535

Theresa Clarke

Production Planner

Kiss Baking Company Ltd

768-1967