**Jonelle Natasha Nassar**

#50 St.Joseph Street, San Juan

Email: jenandcompany1986@gmail.com

**Saturday August 05th 2017**

**MASSY STORES**

**St. Augustine Trinidad**

**Dear HR Manager**

Please accept my enthusiastic application to work as a cashier at Massy Stores; I would love the opportunity to be a hardworking employee with this company, I believe my excellent administration and Marketing abilities would make me a great candidate for this position. I have years of experience in marketing/ advertising business and I am very comfortable working in a busy and customer oriented environment. I have been a Manager at Bellagio Hair Glamour Cosmetic’s for the pass five (5) years and I have gained great experience in providing friendly as well as courteous service to customers even during the busiest of hours.

At the Organization I have gained greater insight on the operations and functions of a modern customer based environment, one of my key assets is the ability to maintain a good rapport with customers and staff on a professional basis. If given the opportunity, I am prepared to undergo any training necessary that will allow me to contribute both efficiently and cost effectively through any task within your organization.

Thanking you in advance for accepting my application for employment, and giving my every good wishes for the continued success of your business.

Anticipating a favourable response.

Yours Respectful

Jonelle Natasha Nassar

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**ADDRESS**: **#50 St. Joseph street San Juan Cell: 868713-9902**

**E-mail: jenandconpany1986@gmail.com**

**JONELLE NATASHA NASSAR**

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| Personal Information | Marital Status: Single  Nationality: Trinidadian  Age: 30yrs | |
| Objective | To be a Dynamic asset in your field, with room for growth. | |
| Education | **SEP 2001** San Juan Secondary Comprehensive School.  **SEP 1998 – JUNE 2001** Aranguez Junior Secondary School.  **SEP 1991 – JUNE 1998** Dinsely Trincity Government Primary School. | |
| Subjects | CXC Subjects  English Language  Maths  Principles of Accounts  Principles of Business  Office Procedures  SBCS: Project Management for business professional  SBCS: Computer Literate In:  Microsoft office 2007/ 2010Ms Word, Ms Access, Ms Excel, Ms PowerPoint Ms Outlook and Internet proficiency. | |
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| **January 2012 - May 2013**    **THE OFFICE OF THE PRIME MINISTER**  **ACCOUNTS CLERICAL** | | | |
| Work Experience | | * **September 2011 – November2011**   **ALEXANDAR MEDICAL**  RECEPETIONIST   * **JULY 2011**   **CROWN PLAZA**  RECEPTIONIST/HOSTESS   * **NOVEMBER 2009 – SEPTEMBER 2010**   **ISLAND CLUB CASINO LTD**  RECEPTIONIST   * **OCOBER 2005 – JULY 2008** * **VARONA Ltd** CSP**/** Administrative Assistant. * **MARCH 2004 – JUNE 2004 Faustin Shipping Ltd.** Shipping Supervisor * **JANUARY 2003-2004**   **VS FASHION**  Sales Clerk | | |
| Hobbies | | **Reading, Fashion, Travelling and Meeting New People** | | |
| References | | Mrs Patricia Billy Cage Manager 21st Century Club De Vegas Ltd Cell: 747-5695  Mr Shakka Smith  HR Manager  21st Century Club De Vegas Ltd  Office:625-1118  **Mr Akile Holder**  Security supervisor costaatt.  Office : 625-5030 ext.5180  **Mr Martin Quash**  Accounts Clerk  Ministry of labour  Office:645-9116 / 389-4866 | | |