**9th August, 2017**

Dear Sir/ Madam,

I have enclose my resume with this letter which will accentuate my experience knowledge to perform this job efficiently. I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment.

I am a highly motivated individual and very capable of providing above par customer service, in which I have gained experience through my previous employment and self development courses; highlighted in my resume.

I would welcome the opportunity to participate in a personal interview to answer any of your questions and better present my qualifications.

Thanking you in advance for your consideration and I look forward to your most favourable response.

Yours Respectfully,

Sherneice Jadoo

**SUMMARY**

Seeking challenging employment within an organization and being able to grow with it, having interest in achieving pre-set goals and tasks

**SKILLS**

* Accustomed to working in fast-paced environments with the ability to think quickly.
* Ability to work well with others and support staff roles.
* Excellent organizational skills
* Capable of working independently or as part of a team
* Sufficient knowledge and skill to be able to use computers
* A flexible approach with the ability to work out of office hours including occasional evenings and weekends
* Computer literate with practical experience using Microsoft Excel, Microsoft Word, Microsoft Power Point and the Worldwide Web

**Work History**

**Subway Marabella**

Sep 2015-Nov 2016 Cashier

* Handle cash transactions with customers using cash registers.
* Keep reports of transaction
* Pleasantly deal with customers to ensure satisfaction
* Resolve customer complaints, guide them and provide relevant information
* Basic PC knowledge and familiarity with electronic equipment (eg. Cash registers, linx machine, printers)

**Jeffers General Contractors**

Receptionist/Front Desk Skills

* Provides Clerical assistance to Contractor
* Proficient in Microsoft Word and Microsoft Excel

**Kevin Ogeer Gordon**

Personal Assistant

Contact 1(868)291-0684

* typing & printing documents
* sourcing and ordering stationery and office equipment
* filing documents in their corresponding location

**Education**

**Debe High School 2010(Graduate)**

* English – 3
* Integrated Science – 3
* Human Social Biology – 2
* Physical Education – 2

Maths – Awaiting Results (August 2017)

**M.I.C Journeyman Programme 2011**

**Trainee**

* Mechanical
* Welding
* Industrial Maintenance
* Electrical

**UWI South Campus 2014 – (short course)**

Introduction to Occupational Health and Safety ( Certificate Obtained)

**Youth Training & Employment Partnership Programme 2015-2016**

Computer Literacy / Data Operations (Course Completed)

* General Office Administration
* Spreadsheet
* Word processing

**Other Interests**

Travelling, Reading, Swimming, Member of International Gospel Center Marabella, Member of Petrotrin girls football club, Cooking, Meeting new people

**Sex** Female

**Date of Birth** January 30th , 1993

**References**

Joel Ogeer Gordon

Financial Advisor

Maritime

1(868) 291-0684

Ms. Delisa Percy- Maynard

Accountant

Central Bank of Trinidad and Tobago

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