Dounia Natalia Henry

#9 Moreno Street,

Arima.

Dear Sir/Madam,

I am interested in joining your organization, my excellent interpersonal skills and team oriented approach to work, will add value to your organization. Additionally, I am a conscientious person who works hard and pays attention to details.

I believe in continuous education and training to keep abreast of today’s dynamic work environment. I know I will be an asset to your organization and any consideration bestowed on me would be greatly appreciated.

I have included my resume for your consideration which should give a clear assessment of my potential. I am available for an interview at your convenience and can be reached at 361-3281.

I thank you for your time and consideration.

Yours Sincerely

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Dounia Natalia Henry

**Dounia Natalia Henry**

18th August, 2017

Address: #9 Moreno Street, Arima

Contact #: 868-361-3281

Email Address: [taliah211@gmail.com](mailto:taliah211@gmail.com)

D.O.B: 07-03-1986

**Career Objective**

To give my best by being an active employee in an organization and to develop my skills and career within a reputable firm while making a positive contribution to the organization

**Work Experience**:

* **Red Hill Supermarket | 2005-2014**

Cashier

Supervisor

Accounts Payable

Inventory Clerk

* **Red Castle Supermarket | 2014 - 2017**

Head Cashier

Head Supervisor

Accounts Payable Clerk

Accounts Receivable Clerk

Inventory Clerk

Purchasing Supervisor

**Education:**

* Zeelugt Primary School | 1991 - 1998
* Stewartville Secondary School (Guyana) | 1998 - 2003

CXC \ O LEVELS: -

Office Procedures: Grade One

Principle of Business Grade Three

Social Studies Grade Three

**Other Skills & Certificates**

* Guyana Technical Institute | 2005

Certificate in Commerce

* Micro Corporate Training | 2008

Computer Literacy Grade C

* School of Practical Accounting | 2009 - 2010

Advance Practical Accounting Grade B

Peachtree Accounting Grade A

Advance Peachtree Accounting Grade A+

Microsoft Excel Grade A+

Introduction to Computers Grade A

**Interests:**

Running

Reading

Meeting new people

**References:**

Joseph Hem-Lee

Operations Coordinator

Kenson Group of Companies

734-4534 / 684-6238

Abyon Franklin Persad

Sales Representative

Pepe’s Marketing

391-7614

Andrew Mee Chong

Sales Representative

Trinidad Import & Export Co. Ltd

340-4471 / 680-8733