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| kt | |  | | --- | | kamau townsendkamautownsend@yahoo.com 868 705 0908 |   Dear Sir/ Madam,  I wish to offer myself for any suitable position in your institution. I have always seen your institution as one of the few giants in its field and thus I wish to present myself as a building block in the foundation of your establishment if given the opportunity.  I am a well-grounded, multi-talented person with a can do attitude, I adapted quickly to most situations with no difficulty I have a punctual attitude towards work and other activities. If given the chance I will promote the company and sell what it has to offer with the utmost respect for the institution and its clients.    On an accompanying sheet I have set out those of my qualification, which I think will help you most in considering my application. The original of these, I shall be pleased to send or bring personally for your inspection, should you be disposed to consider my application.  The persons mentioned as references have assured me of their willingness to speak for me as regards character. They both have known me several years. Thank you for your consideration. I would be happy to attend an interview at any time convenient to you.  Yours Respectfully    Kamau Townsend.  , |
| kt Objective To function in an environment which challenges me and allows me to learn, grow and build positive relationships. I also desire to contribute new ideas and bring high levels of productivity within my role. Skills  * Effective Communicator * Versatile * Leadership | |  | | --- | | kamau townsend[kamautownsend@yahoo.com](mailto:kamautownsend@yahoo.com)868 705 0908 |  Experiencephlebotomist/pharmacy technician level 3 • superpharm maraval • 14/03/2014 – present  * Blood draws for a various number of tests * Filling written prescriptions from doctors * Dispense over the counter drugs * Complete c-dap prescriptions for patients   UNDERWRITING ASSISTANT • THE MARITIME FINANCIAL GROUP • 02/01/2012 – 25/02/2014   * Underwriting for motor insurance * Documenting and filing * Preparing NCD letters and renewals * Handling client queries over the phone and in person  clerical assistant• ministry of education •16/06/2008 – 20/12/2011  * Organisation and distribution for S.E.A, N.C.S.E and CXC examinations * Documenting and filling * Handling public queries * Preparing certificates  Educationinternational phlebotomy liscense •2017 •american allied associationassociate degree biology •2014•costaatcape • polythecnic institute •2006O’Levels • 2004 • fatima colLegeReferences Name: Daniel Gayle  Address: SuperPharm Head Office  Occupation: Head of Product management  Telephone: 302-4333  Name: Mr. Khafra Kambon  Address: Hillview Drive, Carenage  Occupation: Chairman of the Emancipation Support Committee (ESCTT)  Telephone: 681-5334/ 633-9236  Name: Mrs. Richardson  Address: Ministry of Education  Occupation: Supervisor  Telephone: 743-2611 |