Adanna Babb

4 Canary Crescent,

Phase II,

**Couva**

**(868) 687-6057**

November 11, 2017

Human Resource Department

39A Wrightson Road,

**Port of Spain**

Dear Sir/Madam:

I am writing to propose my candidacy for the position of ***Cashier*** or any other position you may deem me qualified for at **Massy Stores, Trinidad**.

I am eager and enthusiastic to be a part of this dynamic team. My passion for impeccable customer service, fuels me to join your organization. I have been a part of many team projects and am confident in my interpersonal and communication qualities.

I’ve enclosed my CV for your perusal and review. You would note from it that I have a passion for education and knowledge. However, what my CV will not show is my charisma, self-motivation and integrity.

In my opinion, *the customer is the life line to any successful business* and thus, Massy Stores requires someone like myself to join in the journey of becoming market leader in the pharmacy health and service industry. I am available for an interview at any time, where we can further discuss my application in detail.

Sincerely,

**Adanna Babb**

**ADANNA BABB**

**Curriculum Vitae**

### **Personal Data**

Name: Adanna Makini Babb

Address: 4 Canary Crescent Phase II, Couva

Telephone: 687-6057

E-mail Address: a.babb23@yahoo.com

### **Objective**

To provide valuable and proficient service using my professional dexterity, training & knowledge in a successful work environment.

### **Professional Experience**

**2005 – Present** ***TRINIDAD & TOBAGO FIRE SERVICE***

Position Held : Fire Fighter

Duties Carried Out :

* Fire Fighting & Humanitarian Service (Fire extinguishing, RTA response, Water Delivering etc.)
* Control Room & Administrative Functions (Diary Keeping, Wireless Transmissions, Filing, Memos, Investigation Reports, Monthly Reports etc.)
* Fire Prevention & Public Education (School tours & public lectures)
* Fire Investigations

**N.B.** *Throughout my tenure at this organization I have been involved in many team building exercises. I enjoy healthy competition and am highly motivated to succeed in life generally. My disposition allows me to be a first option to my immediate seniors for any task that may arise.*

**2004 -2005 *TECU CREDIT UNION***

Position Held : Clerical Assistant 1

# Duties Carried Out : Establishing Fixed Deposit Accounts

* Loans Officer
* Opening New Member Accounts
* Receptionist

# N.B. During my time of employment at this organization I was afforded the opportunity to head the Fixed Deposits Department, organize events under the education committee for members & team building exercises for staff.

# 2003-2004 *TRANSCORP CREDIT UNION*

Position Held : Clerical Assistant 1

Duties Carried Out : Cashier

* Loans Officer
* Peachtree Accounting
* Debt Recovery & Credit Checks
* Inventory
* Stock Taking & Procurement (Transcorp Mini Mart)

**N.B.** *At this company I had the responsibility of managing the South Office of Operations with only three (3) months of work experience, as I demonstrated initiative, sound leadership skills and great motivational qualities.*

### **Educational Background & Qualifications**

**2016 Youth Training & Employment Partnership Programme**

* Vegetable production-Grow Box System

**2012 Trinidad & Tobago Fire Service**

* Certificate in Fire Prevention

**2011- 2012 University of Greenwich (SBCS)**

* Diploma in Occupational Safety Health & Environment

**2011 Trinidad & Tobago Fire Service**

* Certificate in Road Traffic Accident & Response Management

**2010 The Institution of Fire Engineers**

* IFE Level 2 Certificate in Fire Science, Operations & Safety

**2007-2010 Cipriani College of Labour & Co-operative Studies**

* Associate of Science Degree in Occupational Safety & Health

**2009 Trinidad & Tobago Fire Service**

* Fire Fighter Level I Certificate

**2005 Trinidad & Tobago Fire Service**

* Certificate of Competence in Fire Fighting Practices & Principles

**2004**  **Institute of Professional Health and Safety**

* OSHA Certificate in Occupational Safety & Health

**2002-2003 Open Bible High School**

# 6 CXC O’ Levels (General Proficiency)

**1997-2002 Gasparillo Composite School**

# 3 CXC O’ Levels (General Proficiency)

References

# Kathy Ann Lewis

Water & Sewerage Authority of Trinidad & Tobago **(WASA)**

# Operations Staff II

Tel: 393-7823

1. **Marsha Gooding-Lum Kin**

TECU Credit Union

**Supervisor**

Tel: 648-3597