**Kahai Thomas**

**LP#14 Eastern Quarry Laventille**

**Port-Of-Spain**

## [kahaithomas@yahoo.com](mailto:kahaithomas@yahoo.com)

**1868-385-8376**

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Human Resource Manager,

Dear Sir/Madam

Please see my resume for review and consideration for position at your company that may suit my qualification. I wish to be considered for the vacancy at your company. I KAHAI THOMAS am eager and interested for the opportunity to gain more work experience.

I have recently completed cxc mathematics and presently awaiting examinations for a diploma in principle and practice of management. A life skill development programme, two years at advanced level for the business world. I have studied English, Communication Studies, Office Administration, and Computer. I am about to start ACCA classes, therefore being in this environment and field would be a great opportunity.

I am a very outgoing dedicated young lady who fits in well in the business environment, co-operating greatly with both clients and co-workers. Anything asked of me can be accomplished with no disappointments.

I am therefore kindly requesting of you a position at your organisation. This experience would add to my knowledge of customer service and it will help me tremendously in the future.

Yours sincerely,

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Kahai Thomas

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| Kahai Thomas 1868-385-8376  LP#14 Eastern Quarry Laventille,  Port-of-Spain  kahaithomas@yahoo.com |  |

## Objectives

Taking a positive approach in all life challenges and obstacles, be hard working, efficient and accomplish all my goals. My educational background and the ability to work well with others along with my effective communication and organizational skills would be great asset to the organization.

## Education

## 2016 | CXC

* Mathematics

## 2014- Present | Principles and Practice of management

* Diploma

## 2013 | On the Job Training

* Life skill development

## 2012-2013 | Basic Secretarial Duties

* English for business communication
* Typewriting
* Office procedures
* Book keeping and accounts

## 2012 | A’ levels

* Communication Studies
* Management of Business unit 1

## 2011 | O’ levels

 Caribbean Studies

 Management of Business unit 2

## 2010 | Helping Youths Prepare For Employment (HYPE)

* CARPENTRY
* WELDING

## 2010 | CXC

 English

 Social Studies

 Office Procedures

 Electronic Document Preparation Management

 Principle of Account

 Principle of Business

## Work Experience

* 10TH April 2017 – Present **|** **Cashier / Customer Service Representative**

Kappa Drugs Limited

* 16th August 2014 - 7th August 2016 **| Accounting Assistant (Accounts Payables)**

North West Regional Health Authority

* Suppliers Reconciliation Statement
* Batching
* Data Entry
* 24th October 2013 - 18th August 2014 **|Customer Service Representative**

Excellent Stores Movie Town

* 12th December 2012 – 2nd January 2013 **| Cashier**

Tru Valu | Long Circular Mall

* 9th December 2011- 2nd January 2012 | **Cashier**

Xtra Foods Grand Bazaar

## Interest

 Pan