Shellyann Bhola

#105 Cap-de-Ville Road,

Point Ligoure Point Fortin

382-4576, 648-6343 or 782-8060

shellyann\_bhola@yahoo.com

15th November, 2017

Massy Stores

Point Fortin

**The Manager**

Dear Sir/Madam:

Kindly consider this letter as an application for any position available in your organization.

I am thirty-five years (35) of age. I am a self-motivated individual, a team player with good interpersonal and communication skills, capable of performing any task given and I can work efficiently under minimal supervision. I am willing to learn to improve my performance in the workplace. I am available to start in a new position at very short notice.

I have enclosed my resume for your review. I look forward to further discussing opportunities with

Massy Stores. If you have any questions or would like to schedule an interview, please call me at **382-4576, 648-6343 or 782-8060.**

Thanking you in advance for your kind consideration and I look forward to your positive response.

Sincerely,

**Ms.Shellyann Bhola**

**Shellyann Bhola**

**#105 Cap-de-Ville Road,**

**Point Ligoure**

**Point Fortin**

**Phone: 382-4576/648-6343/782-8060**

**E-Mail:** [**shellyann\_bhola@yahoo.com**](mailto:shellyann_bhola@yahoo.com)

**Objective**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people while demonstrating the ability to assume responsibility without direct supervision, exercise initiative, judgment and make decisions within the scope of assigned authority.

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**June 2012 - 10th November,2017** St. Raphael’s Health Services Ltd

# 6 Wickham Street, Point Fortin

**Receptionist/Clinical Assistant**

**October 2011 - April 2012** Gup’s Hardware

Mahaica, Point Fortin

**Sales Clerk**

**June 2003 - May 2011** Narine’s

School Road, Point Fortin

**Lotto Terminal Operator**

**February 2000 - May 2003** Back to Eden Flower and Plant Shop

Guapo Main Road, Point Fortin

**Sales Clerk**

**Relevant Accomplishments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**St Raphael’s Health Services Ltd**

* Answering incoming calls, receives messages and deal with inquiries
* Register patients and collect payments
* Schedule patient appointments
* Maintains records/files
* Typing of medical records
* Maintaining inventory and ordering of medical supplies
* Faxing of documents
* Linx/credit card transactions
* Taking patient’s blood pressure readings and urine testing
* Maintaining confidentiality

**Gups Hardware**

* Selling of hardware supplies
* Maintains pricing of good

**Narine’s**

* Selling of play whe and lotto tickets

**Back to Eden Flower and Plant Shop**

* Sales of plant and garden items.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1994-1997 - Point Fortin Junior Secondary School**

**1997-1999 - Point Fortin Senior Secondary School**

**2010-2012 - Administrative Professional Office Management**

**2012 – Present** **- UWI Open campus San Fernando**

Pursuing BSc in Management Studies online

**Computer Software Experiences\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Certification in Computer Literacy

**Interests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

-Socializing with friends and family - Reading - Sewing

**References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. R. Celestine Narine’s**

St. Raphael’s Health Services Ltd # 8 School Road

#6 Wickham Street, Point Fortin Point Fortin

Tel: 317-6699 Tel: 648-6669

**Joseph Regis James A. Philbert**

Point Fortin West Secondary School Attorney at Law

Reid Road, Point Fortin # 4 Wickham Street, Point Fortin

Tel: 648-3232 Tel: 648-2035