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| --- |
| Objectives |
| My objectives: To excel in the any task given and escalate to being successful to benefit the organization and myself. |
|  |
| Experience |
| Start: 2011 End: 2014 |
| Cool Collection |
| El Secorro Road San Juan |
|  |
| Job Title |
| * Sales clerk (handling customers, packing, sorting) |
|  |
| Experience |
| Start: 2014 End: 2015 |
| Detour Stores |
| Grand Bazzar |
|  |
| Job Title |
| * Sales clerk (handling customers, packing, sorting, handling stockroom) * Cashier (handling customers, money transactions cash or card) |
| Experience  Start: 2016  Zoey’s Automative Services  Munroe Rd Cunupia  Job Title   * Car Rental Agent (handling customers, handling car inspections, money transactions cash or card, filing, sorting, Microsoft (word, excel, pdf, etc …..) |
| Experience  Start: 2017 (Currently Employed)  Janie and Jack Corporation and Gymboree Corporation  152 The Arches Circle, Deer Park, NY 11729, USA  Job Title   * Sales Associate (handling customers, money transactions cash or card filing, sorting, Microsoft (word, excel, pdf, etc …..) |
| Primary School |
| Dates of Attendance : Start Date: 2001 To End Date: 2008 |
| Seereeram Memorial Vedic Chaguanas |
| Certificate obtained |
| * 1st year – standard 5 |
|  |
| Secondary School |
| Dates of Attendance : Start Date: 2009 To End Date: 2014 |
| ASJA Girls’ College Charliville Charliville,Chaguanas |
| Grade/ Percentage/ Marks Obtained |
| * Form 1- Form 4   **Private School** |
| Dates of Attendance: Start Date: 2014 |
| CTS College of Business and Computer Science Montrose Main Road |
| Grade/ Percentage/ Marks Obtained   * Form 5 * 6 CXC passes (Math 3, English 2, POA 3, POB 2, Social- Studies 3, HSB 3) * Resume Writing Skills * Taxation, NIS and VAT Skills |
|  |
|  |
| References  References are available on requests |

* Ayoka Joseph- 1-868-346-8653

(Zoey’s Automative Services)

* Leeanna Ramlogan-1-868- 750-5298

(Southern Sales & Service Co. Ltd)

**HUMAN RESOURCE DEPARTMENT**

**TO WHOM IT MAY CONCERN,**

Dear Sir/Madam,

I am currently seeking employment within your organization for any office position that may be available.

My objectives are to excel in any task given and I am also willing to go the extra mile to accomplish set goals.

If given the opportunity to be employed at your organization, I will do my best to be of credit to you and the organization.

I am also willing to be interviewed anytime convenient to you.

Looking forward to hearing from you.

Yours respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMILY CHOTOO**