Christine Shelly Ann Jainath #60 B, Siew Trace, Transfer Village, Debe. (868) 309-8388 [christinejainath@gmail.com](mailto:christinejainath@gmail.com)

November 28, 2017

Dear Sir/Madam,

I am writing to inquire if there are any vacant positions in your company. I enclose my CV for your information. I believe I could fit easily into your team.

I am twenty six (26) years of age and married. I live at #60 B, Siew Trace, Transfer Village Debe and I have no children.

In case there are no positions vacant, I would be grateful if you would keep my CV on file for any future possibilities.

Sincerely,

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CHRISTINE SHELLY ANN JAINATH

**CHRISTINE SHELLY ANN JAINATH**

#60 B, Siew Trace, Transfer Village, Debe.

Home: (868) 337-6893 Cell: (868) 309-8388/277-6453 Email: [christinejainath@gmail.com](mailto:christinejainath@gmail.com)

**Objective**

Enthusiastic and well-organized professional offering excellent communication skills, who meets deadlines and works with a high level of multicultural awareness and adaptability.

**SKILLS**

* Ambitious and organized
* Fast learner
* Performs well within a team
* Computer literate
* Creative problem solver
* Demonstrated sound work ethics
* Self-motivation, initiative with a high level of energy
* Able to inspire, comfort, build self-esteem
* Excellent communication skills
* Stress and time management ability

**WORK HISTORY**

***Cashier*** *10/2017 to present*

**Anand Low Price Supermarket**

* Scanned items
* Priced items
* Assisted office staff
* Collected payments via cash, linx and credit card

***Teacher (Summer Camp****) 07/2017 to 08/2017*

**E.N.S.A.F.E. Institute –** Coffee Street, San Fernando

* Supervised a class comprising of 5-9 year old children.
* Assisted children in preparations for the new school year.
* Attended to the needs of each child individually.

***Cashier/Customer Service Representative*** *01/2017 to 05/2017*

**Wonderful World** – Gulf City Mall, Gulf View

* Scanned items and ensured proper pricing.
* Collect payments in the form of cash, check, linx, credit card, coupons and gift certificates.
* Dispensed accurate change.
* Issued receipts and refunds.
* Checked money in the float and the beginning and end of shift.
* Bagged items carefully.
* Reported customers’ queries and complaints to the manager.
* Processed returns.
* Returned unwanted items to shelves.

***Customer Service Representative*** *02/2013 to 09/2014*

**M.S. Superstore Ltd. –** S.S. Erin Road, Debe.

* Maintained established merchandising standards, including window, sales floor and promotional displays.
* Shared best practices for sales and customer service with other team members to help improve the store’s efficiency.
* Assisted customers with purchases within store lanes.

***Secretary/Administrative Assistant*** *09/2010 to 12/2012*

**A.S.C. Roofing and Construction –** Boodoo Trace, Debe.

* Greeted customers entering the business to ascertain what each customer wanted or needed.
* Asked open-ended questions to assess customer needs.
* Answered an average of 10 calls per day by addressing customer inquiries, solving problems.
* Built long-term customer relationships and advised customers on services.
* Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
* Prepared pay and payslips at the end of each work week.

**EDUCATION**

***C.S.E.C. and C.A.P.E***

**Barrackpore West Secondary School –** Barrackpore *2003-2010*

* School Prefect (2008-2010)
* Six (6) C.S.E.C. passes inclusive of:

|  |  |
| --- | --- |
| **SUBJECT** | **GRADE** |
| Mathematics  English A  Integrated Science  Office Administration  Principles of Business  Social Studies | 3  2  3  2  3  3 |

* Seven (7) C.A.P.E. passes inclusive of:

|  |  |
| --- | --- |
| **SUBJECT** | **GRADE** |
| Sociology Unit 1  Sociology Unit 2  Management of Business Unit 1  Food & Nutrition Unit 1  Food & Nutrition Unit 2  Caribbean Studies Unit 1  Communication studies Unit 1 | 5  5  5  5  4  5  3 |

**HOBBIES**

* Animal care
* Drawing
* Fishing and hunting