MELISSA HANOMAN

# 5 Railway Road,

Cunupia,

Chaguanas,

Trinidad, WI.

06th December, 2017,

Hiring Manager,

Massy Stores

39A Wrightson Road,

Port of Spain,

Republic of Trinidad and Tobago, WI.

Dear Sir/Madam,

I am writing to submit my application for the **Cashier/ Shelf Replenisher** at **Massy Store.** I am confident that my dynamic work ethic, customer service and teamwork skills will make me an asset to the company.

I am experienced in customer service and management as I was recently employed as a receptionist/ Doctor's assistant and have been for the past two and a half years. With my practical and firsthand experience on billing, accounting and professional communication, I can guarantee to be a top performer as a member of your company. My long term goal is to continue to learn and grow my specialist skills and abilities while utilising my experience and knowledge, to benefit any employer I am working for. I aspire to bring this positive energy and hospitality to my job as an employee to your company.

My strength as a team player will assist in my role, considering the quality and efficiency of Massy Stores. Communication played a big part in my life as I am the previous title holder of Miss India Trinidad & Tobago, where I got the opportunity to represent T&T on an international platform and interact with people from around the world.

I invite you to review my attached resume which will show you that I am a capable and professional individual. My ability to organize my time effectively, multitask and use my initiative to come up with solutions to problems, come from the foundation of my achievements to date. For me it would be an honour to be a part of and contribute to your company, which is known for its talented workforce and high standards.

I thank you for your time and I look forward to hearing from you.

Yours sincerely,

Melissa Hanoman

MELISSA HANOMAN

#5 Railway Road, Cunupia,

Chaguanas,

Trinidad & Tobago, WI

Tel: 1-868-396-4077

Email: melissa\_hanoman@hotmail.com

**EDUCATION:**

I attended Lakshmi Girls' Hindu College at Secondary level, obtaining 8 O' level passes:

Mathematics-II

English Language-I

English Literature-II

Social Studies-II

Integrated Science-II

Visual Art-I

Principles of Accounts-III

French-III

**CERTIFICATES:**

\*\* Currently pursuing a Certificate in INTRODUCTION TO BUSINESS MANAGEMENT from the University of the West Indies (UWI).

-Flight Attendant Certificate from SITAL College- Canadian Tourism Training College approved.

- Certificate of Radio Broadcasting from the Institute of Broadcasting Careers (IBC).

- Certificate of Achievement for outstanding service at RBTT Young Leaders program 2012-2013.

**PREVIOUS EMPLOYMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer/Business** | **Position** | **Period** | **Contact info** |
| Care Doctor’s Office | Receptionist/ Doctor’s Assistant | May 2015- October 2017 | 1-868-759-5149/  drmutchu@gmail.com |
| Roopnarine’s Furniture Gallery/ The Proud Peacock | Sales Representative | February 2015- April 2015 | \_\_ |

**EXTRA CURRICULAR:**

• Previous title holder of Miss India Trinidad &Tobago 2014, which gave me the opportunity to participate at the Miss India Worldwide 2015 competition, in Mumbai, India.

• Martial Arts, Steel Pan, Art- practical training

• Yoga, Dance, Cosmetology, Henna courses

• Computer Literate -Basic computer skills; proficient in Microsoft office

• Oral and communication skills; willing to assist in anything

• Very good at sales and customer service skills

• Ability to multi task

• Well developed interpersonal skills

• Self motivated

• Ambitious; versatile; team player

**REFERENCES:**

1. NAME: Sunil Siew

OCCUPATION: Executive Protection Officer

EMPLOYER: National Security of Trinidad and Tobago.

ADDRESS: #53 Gaindiah Trace, Pierre Road, Charlieville, Chaguanas, TT, WI.

CONTACT: 1-868-784-1828

1. NAME: Heema Ramcharan- Singh

OCCUPATION: Manager

EMPLOYER: Grande Wellness Clinic Ltd

ADDRESS: Lot 89 Ojoe Road, Sangre Grande, TT, WI.

CONTACT: 1-868-743-6044/ 1-868-223-8589