**Objective**

Success consists of going from failure to failure without loss of enthusiasm.

- *Winston Churchill*

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**Qualifications**

* Chaguanas South Secondary School 2005 – 2010
* Mathematics Grade 3
* English Grade 3
* Science Grade 2
* Agricultural Science Grade 1
* Principle of Business Grade 3
* Principles of Accounts Grade 4

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**Work Experience**

* Bhagan’s Drugs Price Plaza & Sep2013-Nov2017  
  Caroni Savanna Road
* Assisting Pharmacist attend to customers
* Assisting Pharmacist do CDAP
* Cashing and reading off at end of day
* Placing and receiving orders
* Restocking shelves
* Checking stocks
* Providing customer service
* Tagging new stocks
* Detour Price Plaza 2011-2013
* Receiving stocks
* Tagging new stock
* Restocking shelves
* Providing adequate customer service

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**Work Experience**

* The Medicine Stop 2011

Sales Assistant (part-time)

* Attending you customers need
* Restocking shelves
* Tagging stocks
* Deo’s Minimart 2004 - Present

Sales Person (part-time)

* Conduct Inventory Audits
* Receive and Replenish Stock
* Conduct Sales
* Build Family-oriented service environment with customer interaction

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**Volunteer Experience**

* Shree Rama Mandir Ayodha Dhaam
* Assist in fund raising activities
* Choir Member
* Regular Participation in theatrical activities

LP# 8 Rodney Branch Road,

Endeavour, Chaguanas  
Home: 672-3187 | Mobile: 325-4093

Friday 06th December 2017

Dear Sir/Madam,

I thank you for reviewing my application to join your organization. I am willing to fill any position at your entry level customer service offices which are most suited for my experience and qualifications found on the enclosed resume.

Self-driven and amicable, I work well with peers and add focus to customer orientation at my job place, this I believe to be an asset to your organization. So too, I am efficient with Microsoft Office Applications Word, Excel and PowerPoint. Extended experience while relieving peers when proceeding on vacation, has gained me practical experience in Purchasing and Receiving of goods.

The enclosed resume will provide you with pertinent information on my qualifications, experience and personal information to the effect. Thanking you in advance for your time to review. I look forward a favourable response from your team.   
   
 Warm Regards,

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**Reshma Latchman-Maharaj**