January 2nd, 2018

Human Resources Department

Massy Stores

39A Wrightson Road, Port of Spain,  
Trinidad W.I.

Dear Sir/Madam,

I, Joshua Warren, hereby apply to any available position at your organization, preferably in the North-Western region.

My experiences at several small businesses brought me face-to-face with many customers and taught me the value of the customer and their needs; understanding and providing not only what they require but ensuring that they are satisfied. I was also in charge of maintaining a record of stock inventory, which involved checking the shelves and updating the system. All bar codes were thoroughly checked and prices guaranteed before any goods were allowed to be shelved and sold. Being the only male at some of these businesses required me to do all the heavy lifting and packaging as well.

With these practical experiences, I fully believe that I am capable of undergoing any training or function required at your company.

I also believe that your attitude to both work and life is imperative to success and you can never stop learning new skills in all aspects of life. A task assigned to me must always be completed beyond expectations.

Thank you for the time and opportunity of reviewing my application and I look forward to a favorable response as I venture to join your prosperous company.

Yours Respectfully,

Mr. Joshua Warren

JOSHUA WARREN

2C Bougainvillea Drive, Petit Valley | 868 -759 -3722 | josh.warren2092@gmail.com

**OBJECTIVE**

To further my knowledge and experience in all aspects of life for the betterment of others and for the well-being of the environment.

**WORk Experience**

**A&L Pharmacy**

**2015 - 2016**

Title: Sales Clerk

Successfully managed my portfolio by:

* Pharmaceutical sales
* Receipt and balancing of payments
* Stock Inventory
* Customer relations

**Maraj fine collection limited**

**2012 – 2013 (part time – Christmas Period Only)**

title: Part Time Sales Clerk

successfully Managed MY Portfolio by:

* Jewellry sales
* Customer relations

**B&M Electronics**

**2011 (Part Time – Christmas Period only)**

Title: Part Time Sales Clerk

Successfully managed my portfolio by:

* General appliance and household electronics sales
* Customer relations

**EDUCATION and training**

**Metal-x engineering and Ytepp 2017**

qUALIFIED STRUCTUAL WELDER AND FABRICATOR

**fatima college 2010 & 2011**

CAPE Associate degree Grade

* Physics Unit 1 & 2 3 & 2
* Geometrical And Mechanical 2 & 4

Engineering Drawing Unit 1 & 2

* Applied Mathematics Unit 1 & 2 1 & 3
* Pure Mathematics Unit 1 2
* Communication Studies 3
* Caribbean Studies 4

**Fatima College 2009**

cxc o’level qualifications Grade

* Chemistry 2
* Physics 2
* English 2
* Literature 4
* Geography 1
* General Mathematics 1
* Advanced Subsidiary Mathematics 2
* Technical Drawing 1

**skills**

* Four years experience with Autocad computer software
* Three years experience with Solidworks and Solidworks simulations
* Microsoft Office Word, Excel and PowerPoint
* Basic knowledge of COMSOL

**interest**

* Lawn tennis
* Chess
* Reading
* Hiking
* Aircraft design and renewable energy
* Playing steel pan

**extra information**

* Participated and won both overall and teamwork prizes at the Young Structural Engineers Design & Build competition January 15th 2011.
* Lector at St. Theresa’s church
* Student affiliate of IMeche – Institution of Mechanical Engineers
* Student member of APETT - Association of Professional Engineers of Trinidad and Tobago

**References**

Ms. Michele Pataysingh

Solid Waste Management Company Limited

Administrative Officer

1 – 868 – 472 – 5552

Mrs. Cynthia Carrington-Murray

J & C Re-creation Centre Adult Day Care

Director

1 – 868 – 223 – 0014