| Nikkita Akeliah Francis  #54 Mootee Street, Ojoe Road, Sangre Grande  Tel: 868 755 0452 Email: akeiliahfrancis20@yahoo.com |  |  |  |
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January 4, 2018

Dear Sir/Madam,

I would like to bring my considerable experience and skills to the banking sector.

I am putting my name forward for any suitable vacancy. The accompanying resume should serve to give you a good idea of not only my past achievements but also my future potential.

I would be a perfect fit for a banking position and would be more than able to meet your customers’ expectations in terms of efficiency, accuracy, timeliness and professionalism of response. For the past three years I have been working for Dedicated Security Services Limited, where I have gained a reputation for being accurate, honest and efficient in everything I do. I give all of my customers and employees a first class service whilst at the same time try to make them better off through our range of services.

On a more personal level I am self-motivated, positive and have an enthusiastic 'can do’ attitude. Added to this I possess the personal skills needed to establish and manage internal or external relationships, attract new customers and deepen existing customer relationships. As a natural sales person I will also be able to contribute towards any branch service and sales targets.

I very much hope you will invite me for an interview, and I would like to thank you in advance for taking the time to consider my application.

Sincerely,

Nikkita Akeliah Francis

| Nikkita Akeliah Francis  #54 Mootee Street, Ojoe Road, Sangre Grande  Tel: 868 755 0452 Email: akeiliahfrancis20@yahoo.com |  |  |  |
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**BIO-DATA**

Date of Birth: March 23, 1994

Marital Status: Single

Nationality: Trinidadian

**EDUCATION**

2012-Present – Trinidad and Tobago Hospitality and Tourism Institute **(Part Time)**

2006-2011 - Northeastern College

1999-2006 – Sangre Grande Government Primary School

**QUALIFICATION**

Northeastern College- C.X.C – Office Administration – Grade 2

English A – Grade 2

Clothing And Textile – Grade 2

Social Studies – Grade 3

Integrated Science – Grade 3

Food and Nutrition – Grade 3

Principles of Business – Grade 3

Mathematics – Grade 4

**WORK EXPERIENCE**

* December 16, 2014 – December 29, 2017

Dedicated Security Services Ltd

**Administrative Director**

* September 04, 2011 – June 21, 2012

Westport - Sangre Grande

**Supervisor**

* May 25, 2011 - September 02, 2011

Royal Castle Ltd - Sangre Grande

**Cashier**

**AFFILIATIONS**

* Picton Road Extension Village Council
* Sangre Grande All Stars Netball Team
* Marvellites Netball Team
* Defense Force Netball Team

**REFERENCE**

1. Mrs. Hayla Jordan

***Secretary***

Picton Road Extension Village Council

Contact: 868-374-4849

1. Andrew Dardaine

***Director of Operations***

Dedicated Security Services Ltd

Contact: 868-303-4439