Nabeela Morgan

#14 Unity Ville

Olton Trace Extension

Darwill Gardens Extension

Arima

January, 2018

Dear Recruitment Officer,

Successful businesses such as yours require individuals who understand the importance of customer retention and satisfaction to add to your reputation of excellent customer service. I would like to apply to your organization for the entry level post of Cashier as advertised on your website.

I have extensive customer service experience having worked in the industry for the past five years; at one point supervising the deliverance of excellent customer service for a period of two years officially. My latest encounter with customer service was at Prestige Holdings Limited (KFC) as an Acting Shift Supervisor where I successfully dealt with the delegation of staff and staff roles, the delivering of excellent customer service, the stock keeping of inventory, food safety and the safety of finances and employees.

I have also throughout these years including my educational period mastered the art of effective time management, being organized and reliable, excellent team working skills, computer skills, written, numerical, analytical and verbal communication skills that result in positive interpersonal skills.

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability. I look forward to speaking with you more to discuss interview date and time.

Thank you for your time and consideration.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nabeela Morgan

**Curriculum Vitae**

**Position Required:** Administrative/Clerical/Customer Service Representative

**Name:** Nabeela Morgan, BA (Hons) Business Management, 2016

**Address:** #14 Unity Ville, Olton Trace Extension, Darwill Gardens Extension, Arima.

**Email Address:** [nabeelamorgan23@gmail.com](mailto:nabeelamorgan23@gmail.com)

**Contact Number**: (868)357-9654

**Date of Birth:** 23-04-1995

**Age:** 22yrs

**Objective:**

I am applying to your organization because I believe that the knowledge and skills that I acquired along with my personality and character makes me a valuable asset to your company. I am a hardworking and willing individual with the desire and ability to learn easily and continuously; who values integrity and respect, and believes that success comes through positive teamwork; I believe that I will be a great asset to any organization that I am employed with.

**Education:**

D’Abadie Government Primary School 2001- 2007

Bon Air Secondary School 2007-2012

School of Accounting and Management 2012- 2013

Anglia Ruskin University 2013-2016

**Qualifications:**

**CXC:**

Mathematics 3

English 3

Principles of Accounts 2

Principles of Business 2

Information Technology 2

Social Studies 2

Integrated Science 2

**Certificate(s)**

Certificate in Business Management Distinction

**Undergraduate Degree**

BA(HONS) Business Management Upper Second Class

**Work Experience:**

Prestige Holdings Limited (KFC): Team Member/ Cashier: 2013-2014

On- the-Job Training Programme: CVQ Assistant: 2015-2016

Prestige Holdings Limited (KFC): Supervisor: 2016-2017

**Recommendations:**

Jill Kent-Browne Bon Air Secondary Teacher 330-9892

W.S Joseph SAM Caribbean Ltd. Lecturer/ Libarian 348-6164

Shernell Scott KFC Arouca Supervisor 299-8251

Yours Respectively,

Nabeela Morgan