#42 Cippy Street

Charles Street

Gasparillo

03rd January, 2018

Human Resource Manager

Human Resource Department

To whom it may concern

Dear: Sir/Madam

**RE: APPLICATION FOR CUSTOMER SERVICE REPRESENTATIVE/ADMINISTRATIVE ASSISTANT**

I am interested in applying for employment in your organization, within the department. I would be grateful to be considered as a candidate for employment. I am a person who is responsible, efficient and open to learning new concepts and will succumb to any training as deemed necessary. I have experience in scheduling appointments, communicating with clients, and I am familiar with a variety of phones and computing systems.

I believe that I would be an asset to your company. This position would provide me with the ideal opportunity to assist at your organization and expand my administrative skills. My schedule is flexible and I would be available to work at your convenience.

Thank you for considering my application and I have attached a copy of my resume, contact numbers and email address. Feel free to contact me for an interview

Yours respectfully,

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Nichole Paul

Enc

*NICHOLE paul*

# 42 Cippy Street, Charles Street, Gasparillo. Contact No. (868) 286-7383

Email: [npaul23@hotmail.com](mailto:npaul23@hotmail.com)

**Career Objective**

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To enhance my Administrative skills while Gaining working experience in any area of administrative as well as to be part of an organization where my acquired acknowledge, skills and experience would be utilized for the upward movement of the company.

**Education**

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Child Care Attended

**Youth Training and Employment Awaiting Certificate**

**Partnership Programme (YTEPP)**

**July 2016**

**Expert Customer Service Training Certificate**

Computer Mobile

**March 2015 - April 2015**

National Life Skill Training Programme

**December 2014**

Administrative Career Training Institute and Recruitment Agency

**Administrative Assistant Training B+** Certificate

**Accounting Payroll and Taxation B+** Certificate

**Completion of Basic Computer Literacy course from National Skills** Certificate

2006-2008

Open Bible High School

**Obtaining CXC Passes in:**

**-** Social studies

**-** History

- Integrated Science

- Principles of Business

2004-2006

Marabella Senior Comprehensive School

**Obtaining CXC passes in:**

- Typewriting

**-** Office Administration

- Mathematics

- English

**Experience**

**Associated Brands Limited 2017**

Merchandiser Part Time

**Massy Distributors**

Merchandiser Part time

**Rossmor Enterprise**

Administrative Assistant

Supervisor for CSEC exams in May- June 2009 at Gasparillo Composite School

27th July 2015 – April 2016

**Bmobile Authorized Partner**

Customer Service Representive

* Bmobile Authorised Partner
* Attending to customers
* Entering customers information on Bmobile MSN system
* Replacing sim cards
* Toping up customers phone via e-topup
* Handing cash
* Taking inventory
* Entering Daily Sales

Sep 2012 - April 2015

**Eckel Village Anglican School**

On Job Training- Continuous Assessment Component (CAC) Assistant / Clerk

* Performing data entry operations
* Gathering, sorting and retrieving data
* Communicate effectively in the workplace
* Operate personal computer using Microsoft Office and Excel
* Sending and receiving information via internet
* Interact with stakeholder
* Using office Equipment such as fax machine, printers, photocopiers

DVD’s, Projector etc

* Answering phone calls
* Typing letters
* Handling cash

2010-2012

**A&N Drug Mart Gasparillo**

Pharmacy Clerk /Cashier

* Reading prescriptions
* Assisting customers
* Handling cash
* Taking stock
* Basic knowledge in Blood Pressure testing
* Glucose testing
* Cholesterol testing
* Dispensing drugs
* Purchase orders
* Filing

2008- 2009

**Dale Jewelers** Sales Clerk

* Attending to customers
* Cleaning jewellery
* Weighting and Pricing jewellery
* Handling cash

**Activities & Achievements**

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2006 – 2008

- Inter School Christian Fellowship (***I.S.C.F***)

2001

- Completion of Basic Computer Literacy course from National Skills

- Active member of Church Youth Group

**Interests**

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Reading, dancing, listening to music, Cooking/Baking Playing Cricket, Meeting New and interesting people and spending time with my friends and family.

**Reference**

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***Mrs. Erica Alleyen Charles Ms. Ria***

Teacher: Eckel Village Anglican School Cell Serve Bmobile (868)375-5693

(868) 794-4596

***Ms. Cristabelle Rajkumar***

BOA: Eckel Village Anglican School

Williamsville

(868) 332-8811

