January 15, 2018

LP#73 Wharf Trace

Maracas St. Joseph

Curepe

Trinidad W.I.

Massy Stores

39A Wrightson Road

Port of Spain

Trinidad W.I.

Dear Sir/ Madam,

I wish to be considered for the position of Cashier in your esteemed organization. I am able to effectively complete tasks or jobs assigned to me with little or no instructions being given. I am hard working, self-motivated but also a great team player. I strive for excellence in all my endeavors and I also believe that with my excellent interpersonal skills that I am best suited for any position in your organization.

The key strengths that I possess for the success in this position include:

* Strong communication skills
* Eager to learn new things

With my Caribbean Examinations Council (CXC) passes, Data Operations course, and also General Office Administration Course, I have a full understanding of dealing with a computer. I also have experience in the **On the Job Training Programme (**O.J.T) as an Assistant Secretary/Data Entry Clerk and at **YTEPP Future Leaders** as a Leader in every possible situation that I may encounter.

Please find enclosed my resume showing my qualification and background.

Thank you for your time and consideration. I do look forward to your call or e-mail so please feel free to contact me at [neishaexeter19@gmail.com](mailto:neishaexeter19@gmail.com) or at 682-7482.

Kind regards,

***N.Exeter***

Neisha Jean Exeter

Att. Resume´

**Resume´**

NEISHA JEAN EXETER

LP #73 Wharf Trace Maracas, St. Joseph Curepe

Telephone: 682-7482

Email Address: neishaexeter19@gmail.com

Objectives

To be an asset, a team worker and to enhance any organization of which I am a part.

Education

tertiary level

**College of Science, Technology and Applied Arts of Trinidad and Tobago** [2009 – Present]

Currently Pursuing a Bachelor’s Degree in Social Work

secondary level

**St. Charles High School**  [2003 – 2008]

**Subject Grade**

Mathematics III

English III [CXC 2008]

Experience

**Caribbean Union College Secondary School (OJT)**

Assistant Secretary/ Data Entry Clerk [2009 – 2012]

* Office Administration
* Document Preparation
* Filing
* Collating Documents
* Typing Reports
* Receptionist Duties
* Public Relations

**School of Business and Computer Science**

Examination Invigilator [November 2012 – June 2014]

Examination Co-ordinator 1 [June 2014 – February 2016]

**Metal Industries Company Limited**

Examination Supervisor/ Invigilator

[March - April 2012] [April – May 2013] [March – April 2014]

**Katerserv Limited (Goddard Catering Group-GCG Events) – MuST Programme**

Office Assistant/ Clerk [April – August 2016]

skills

**Youth Training and Employment Partnership Programme (YTEPP)**

Dress Making and Design [July – December 2012]

Data Operations [February – December 2013]

Leadership Programme [February – December 2013]

**Multi-Sectors Skills Training Programme (MuST)**

General Office Administration [February – August 2016]

references

Mr. Garvin Sampson

Manager Professional Training and Development/ Programme Administrator

YTEPP Head Office/ YTEPP Future Leaders

787-7781

Ms. Tricia Mc Intosh

Sociology Lecturer

College of Science, Technology and Applied Arts of Trinidad and Tobago

799-6120

Ms. Marcia Wallace

Principal

Faith’s Preschool

663-8156