4 Henry Road,  
Eldorado,  
Tunapuna

Cell Phone: 351-6364

avalon calliste

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| --- | --- | --- | --- | --- |
| Objective |  | |  |  | | --- | --- | |  | I aim to obtain work experience within an organization where my skills, knowledge and abilities would be fully utilized so that my professional growth and development can be fostered both for my personal well-being and to the benefit of my employer. | |
| CAREER PROFILE |  | Public Transport Service Corporation 2017 Clerk  * Send out correspondences * Perform clerical and administrative duties   Fabric Land Trading Company Ltd 2012-2014 Cashier  * Received payment by cash, check, credit cards, vouchers, or automatic debits * Issued receipts, refunds, credits, or change due to customers * Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change * Greeted customers entering establishment * Maintained clean and orderly checkout areas * Prepared deposit slips to manage the earnings per day * Managed the sale of goods and ensured that each good corresponded to the appropriate priced * Managed the stock level by use of a database management system   Fabric Land Trading Company Ltd 2010-2012 Sales Clerk  * Greeted Customers entering establishment * Meet the customer’s needs * Sale of Fabrics * Stock Taking * Preparation of receipts |
| Education |  | **St Charles High School**  2002 – 2004  **CXC Certificate**   * Maths * English * Biology * History |
| ACCOMPLISHMENTS |  | Certificate in Computer Literacy |
| skills |  | Stock Taking |
| Hobbies |  | Reading, Netball |
| References |  | Available Upon Request |

4 Henry Road,  
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05 February 2017

Dear Sir/Madam,

This letter serves to inform you of my interest in becoming a part of your organization. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company.

In my previous work experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. A combination of factors and core competencies such as leadership, patience, passion, motivation, extensive customer service, enthusiasm and an innate sense of adapting to an independent as well as team oriented environment leads me to believe that I would be a pinnacle for success at your organization.

I look forward to discussing my capabilities further and I am available for a personal interview at your convenience. I can be contacted anytime at 351-6364. Thank you for your time and consideration.

I anticipate your favourable response.

Yours respectfully,

Ms. Avalon Calliste