***Resume***

**Name:** Kim Alexander Joseph

**Address:** LP#50 Orange Field Rd, La Pastora Extension, Upper

Santa Cruz

**D.O.B:** 18/08/1987

**Contact No#:** 303-5304 or 343-7319,705-6435

**Marital Status:**  married

**Nationality:** Trinidadian

**Place of Birth:** Eric Williams Medical Sciences Complex

**School Attended:** Barataria Secondary Comprehensive School

**Subjects Pursued:** English, Office Procedures,

Principles of Accounts, Electronic

Document Preparation and Management (Computer),

Mathematics, Principles of Business

**Tertiary Education**: The Job Training programme (secretarial

Administrative clerical training,

customer service training, Presently attending

costatt.)

**Work Experience:** Direc One as a telemarketer. (Unilever, Anthony.P.

Scott, N.M Ghany, Indus as a promoter merchandiser

based at Penny wise. )Maritime Financial Group ,

Algico as a Financial Advisor,)You & Us pharmacy as all

round assistant.

**Hobbies**: Reading, writing, using the computer and spending

time with my family.

**Goals**: to further my education and to settle down in a

permanent job.

**Other Information:** I am willing to start as soon as possible,

Lp#50 Orange Field Rd

La Pastora Extension

Upper Santa Cruz

Dear Sir/Madam

I would like to apply for a position at your firm.

I attended Barataria Secondary Comprehensive School, the subjects in which I pursued are: Mathematics, English, principles of Business, principles of accounts, office procedures and electronic documents preparation and management (computer). I am also presently studying at costatt. I have two sons .I am also married. I live at Santa Cruz. My hobbies are reading, writing, using the computer, spending time with my family and listening to music.

I have worked several places within my life. I started up in Direc one doing telemarketing, then I worked at Eric Williams Medical Sciences Complex for approximately two years doing secretarial, I started up as an (OJT) On the job training progaramme then I was hired on contract. I work for Unilever for a year as a promoter I was based at Penny wise at different locations at times, after that I worked with Anthony.P. Scott where I was also placed at Pennywise for a short time also as a promoter, then I worked with N.M. Ghany as a merchandiser and I worked for Indus as a promoter also. I was then contracted with Algico as an Insurance Agent and went over to Maritime Financial Group as a Financial Advisor for Approximately two years and then returned back to Algico which is now known as Pan American Life Insurance Group.

I have a lot of experience in customer service due to doing a lot of promoting and merchandising jobs in places such as Pennywise and All in One etc.I had a lot of training and experience in the insurance industry as well as it trains you to build a business and service your clients and also to pursuade a suspect to buy what you have. I have learned how to be patient and how to deal with customers on a daily basis. I loved interacting with customers. I have had a lot of customer service training which is very useful to me today, because I am able to relate to a customer and let them know that I undestand their situation but yet! I am still able to pursuade them to buy. I am looking for a job to settle down in with a steady income, somewhere to call my second home.

I am always willing to learn and I am a very quiet person, I am not afraid to take instructions. I am very friendly and a very honest person that can be trusted. I can guarantee you that you would not have to think twice to hire me. I will try to do my job to the best of my ability. I just want the opportunity so I can prove to you that I have what it takes. I know this job is a job I can handle and enjoy , please give me a chance to show you this.

Thank you for the time taken to read this letter and I look forward to hearing from you.

You can contact me at my number 303-5304 or 343-7319, 705-5435.

Yours Respectfully,

Kim Alexander Joseph