#64 First Avenue

Mt Lambert

Dear Sir/Madam

My name is Shakaih Sandy and I’m seeking employment for any position which best suites my qualifications within the walls of your organization.

I am a hardworking, responsible and diligent individual whom believe that I would be a valuable asset to your institution. I’m a quick learner and a team player, I also have no problem with adjusting to any environment.

I hereby attach my resume for your perusal and I am available for an interview at your earliest convenience.

Thanks in advance

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Yours Respectfully

SHAKAIH SANDY

**Shakaih Sandy**

**#64 First Avenue**

**Mt lambert**

**2676732/3881107**

[shakaihsandy@outlook.com](mailto:shakaihsandy@outlook.com)

**EDUCATION:**

Intad (2014-present)

Joshua Christian Secondary (2013-2014)

Barataria South Secondary (2011-2013)

**QUALIFICATION**

**SUBJECT:**

Mathematics

English language

Word processing

Spreadsheet Software

Presentation Software

**WORK EXPIERENCE:**

**Mt Hope Women’s Hospital (**clerk)

* Registration/ Interviewing of Ultrasound patients
* Recording of appointments
* Liaising with Sonographer/Radiologist
* Filing/ attending to incoming calls to department
* Recording/dispatching of Ultrasound reports
* Typing

**Eric Williams Medical Sciences Complex** (CSR)

* Helping patients
* Answering phones
* Giving directions
* Reception Duties
* Filing
* Sort and numbered business files
* Ensured that each document was properly addressed
* Kept records of the day’s work

**Church’s Chicken Cashier/Service Personal (December 2014/ February 2015)**

* **Ensured that each customer received their correct change and order**

**COMPUTER:**

* **Microsoft Office word 2003/2007**
* **Microsoft Office Excel 2003/2007**
* **Microsoft Office PowerPoint 2003/2007**

**REFERENCE:**

* **Lakita Goodridge Perryman**

**Phlebotomist**

**7461136**

* **Franzy Bowen Emmanuel**

**Clinical therapist**

**7209237**