**February 27th 2018**

**TO WHOM IT MAY CONCERN**

**Dear Sir/Madam,**

It is with great interest that I apply for the position of Office Assistant. I am confident that my education and experience has given me the basic ground work to make an immediate contribution to your operations.

I have gain the necessary experience required for this position having worked with Prestige Holdings Limited as a Permanent Store Supervisor for the past two and a half (2 ½ ) years.

I am available for an interview at your earliest convenience and if selected would be happy to serve your company.

I would like to thank you for your time and consideration.

Yours truly,

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**Jerusha Phillip**

**Jerusha Phillip**

**Cellular**: 1(868)783-7795/ 1(868)322-7113

**Email:** [jerushaphillip02@gmail.com](mailto:jerushaphillip02@gmail.com)

Experienced Supervisor and Sales professional, driving sales and profit goals through retail execution, marketing promotions and sales reporting. Maximization of sales by provision of point of sales and product management services. Identification of new business and retainment of existing staff and clientele by providing exceptional management and customer service skills.

**Date of Birth** : 02/12/1998

**Academic Record**

2010-2015 Couva East Secondary School

Completion of CXC- O’ Level Examinations

* Mathematics-Grade 2
* English –Grade 2
* History-Grade 2
* Social Studies-Grade 2
* English B-Grade 2
* Food and Nutrition-Grade-1
* Agricultural Science-Grade-2
* Integrated Science-Grade 2

2003-2010 Chaguanas Roman Catholic Primary School

Successfully Graduated

**Working Experience**

**Prestige Holding Limited –Subway Chase Village**

**Permanent Store Supervisor**

**2015- to present**

* Take and upkeep accurate stock records
* To order stocks to maintain product availability at all times
* Balance cash at the end of every shift
* Recruit and retain staff members
* Supervise employees to ensure proper product quality
* Use of Microsoft word and Microsoft Excel to produce documents

**References**

1. **Miguel Velasquez**

Miguel’s Contracting Services

Ravine Sable Road, Longdenville, Chaguanas

1(868) 495-9938

1. **Mary Joseph**

Store Manager

Subway Chase Village, Corner Sushilla Drive & Connector Road,

Chase Village, Chaguanas.