March 23rd 2018

Dear Sir/ Madam,

My name is Taesha Duncan Campbell of Jean Street Malabar Arima. I am applying for a position which fits my qualifications at your organization. My objective is to be the best that I can be at whatever job that I am given. I am a responsible young lady and I am willing to learn whatever is put towards me.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with clients as well as co-workers. In me you’ll discover a reliable, detail-oriented, and extremely hard-working associate, one who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

I am available anytime at your request for an interview. Please contact me at 395-1241

Yours Respectfully,

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TAESHA DUNCAN CAMPBELL

***TAESHA DUNCAN CAMPBELL***

Jean Street Malabar, Arima

Tel: 395-1241(C) /667-0063 (H)

[taeshaduncan@gmail.com](mailto:taeshaduncan@gmail.com)

D.O.B. - 30-DEC-1991

**Objective**

* To be the best that I can be at whatever job that I am given with the opportunity for professional career growth.

**Personal Profile**

* Focused and dedicated team player with the ability and eagerness to learn quickly

Reliable, Trustworthy and Honest

Customer Service skills

**Skills**

* Computer Proficiency
* Customer Relations

**Experience**

* Shade Construction Company Ltd

Secretary June 2009 -December 2015

Major Duties & functions:

* Making payments, Arranging meetings
* Doing invoices, receipts, P.O. rental agreements, Payroll, Nis, Health Surcharge, typing of documents etc.
* Site clerk.
* Maintaining Accounting records i.e. updating Cash books and other operational registers.
* Proficient in Microsoft suite
* Dealing customers on a day to day basis.

**Experience**

* Francis Fashion Shoe Locker

Cashier February 2016-April 2016

Major Duties & functions:

* Cashing
* Dealing customers on a day to day basis.

**Experience**

* Food Basket Arima

Cashier July 2016-October 2016

Major Duties & functions:

* Cashing
* Dealing customers on a day to day basis.

**Experience**

* Superstore Arima

Cashier October 2016- December 2017

Major Duties & functions:

* Cashing
* Dealing customers on a day to day basis.

**Education**

* Arima New Government School Sept. 1997-2004
* Caribbean Union College Secondary School June 2004- 2009

**Ordinary Level Passes Grades**

* Mathematics 3
* English 1
* Principles of Business 2
* Social Studies 3
* Office Administration 3

**Hobbies and Other Interests**

* Singing, Playing Steel Pan

**References**

* *Perry Shade*

Ceo Shade Construction

363-3156/304-9861

* Joseph Mc Deigan

Retired Wasa Foremano

297-9493