Dear Hiring Manager,

attached for your immediate perusal is a copy of my resume for your immediate review and consideration for the available position.  
  
I am seeking long term opportunity and I believe that your company's vision is align with my goals . I am self-motivated, hard working professional,  who has the knowledge, skills and experience that are critical in delivering productivity and success. If given the opportunity I can contribute significantly to your company. My down to earth personality allows me the opportunity  of getting along with all levels of staff and clients.  I believe I possess the knowledge, skills, and experience that is critical in delivering productivity and success at your organization.

In addition to my experience and personal qualities,  I have passion for technology and completing any project undertaken . Your consideration is urged and I anticipate speaking with you in order to further discuss a possible future employment with your company.

Feel free to contact me for an interview on 346-3583 at any time.

Thank you in advance for your time and consideration, looking forward to hearing from you soon.

**EDUCATION**

**Tunapuna Secondary School 2006-2011**

**5 CXC ‘O’ level passes**

|  |  |
| --- | --- |
| **SUBJECT** | **GRADE** |
| Mathematics | 1 |
| English A | 2 |
| Electronic Document and Preparation management | 1 |
| Social Studies | 2 |
| Integrated Science | 2 |

**School of Business and Computer Sciences 2013 (SBCS)**

ABE Level 4 Diploma in Business Management **(completed)**

* Introduction to Business - Grade C
* Introduction to Business Communication – Grade B
* Introduction to Management Information Systems – Grade C
* Introduction to Quantitative Methods – Grade B

**School of Accounting and Management (SAM TT) –**

**(Currently Pursuing Part Time Year 2 Student)**

**BA (HONS) Business Management (Anglia Ruskin University)**

#### year one completed modules:

#### Economics for business and management

#### introduction to accounting and finanace

#### introduction to business law

#### academic skills

#### introduction to people, organisations and management

#### marketing analysis

**EMPLOYMENT EXPERIENCE**

**The Little Store Ltd** – January 2013 to present.

* Data Entry Clerk- in Charge of entering the company’s inventory to be sent for auditing.
* Experience in the point of sale software **(ComCash)**

Responsible for data entry of new items on the company database.

* Update current items on the company’s database as required by management.
* Assist in the areas of accounts payables and receivable.
* Accounting Assistant - preparation of the required petty cash, cheque payment and credit purchases vouchers to be sent to external accountant for further processing.
* Assisting the accountant with various troubleshooting and problem solving via Peachtree accounting software.
* Customer Service Representative- dealing with both wholesale and retail customers on the telephone.
* Preparation of memorandum, letters and drafts as requested by the General Manager
* Making bills and dispatching sales vehicle as required.
* Receiving goods into the company from various companies.
* Issuing purchase orders intended for supplies needed within production and retail areas of the business

**Additional Skills**

Efficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Risk Assessment Training (Compliance of Osha)**

* Hazard and Risk
* Forms of Risk Assessment
* Five Steps to Risk Assessment
* Evaluation of Risk Levels
* Hierarchy of Risk Controls

**Fire Safety and Emergence Response Training (Compliance of Osha)**

* The Combination Process
* Flammable Gases and Solids
* Container Labelling NFPA Standards
* Fire Classes
* Fire Extinguisher Anatomy
* Emergency Response Team
* Practical Demonstration

**REFRENCES**

Shurland Beckles

752-1650

Police Corporal

#76 Green Street

Tunapuna

Arkash Maharaj

293-6858

Accounts Clerk

Gopaul and Company

#2 Boyie Trace Madras Road

St.Helena Village Piarco

Dharish Ramlal

357-6462

Accountant

Chatak Food Products Ltd

E-Teck Park , Industrial Estate

Fredrick Settlement

Caroni