

Tahj .K.O. Valentine

4B Shortwood Road,
Kingston 8.
Tel: (876)557-7467 Home: (876) 894-8249
Email: valentinetahj@gmail.com

April 13, 2022

Dear Sir/Madam

I am writing to express my strong interest in working for your company. I believe my qualification will certainly make a valuable addition. I am competent in providing timely, efficient, and accurate results.

I have a solid education foundation with an eye for perfection. I am extremely enthusiastic about working for your company and would welcome the opportunity to contribute to your business growth.

I am highly numerate, computer literate and can learn and adapt quickly to new tasks. And as such I have tendered my application.

It has always been my dream to work for an established company, being a diligent, trustworthy individual with strong interpersonal relationship, and a team player.

Enclosed is a copy of my resume that provides further details of my qualifications. I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Yours Respectfully,

(Mr.) Tahj Valentine

Tahj .K.O.Valentine

4B Short wood Road,
Kingston 8.

Tel: (876)557-7467 home: (876) 894-8249

Email: valentinetahj@gmail.com

PROFILE:

To join a successful organization where I can acquire the requisite knowledge and skills that will benefit both organization and myself. I am a young dynamic, dedicated, focused, resourceful, knowledgeable, excellent decision-making abilities, self-motivated, hardworking, proficient user of word processing; enjoy working with the public and diverse population who excels at prioritizing am also a team player, and strongly believe in team work and together a team can achieve more.

Professional experience

Royal Jewellers Ltd.2022-23

- Customer service guide
- Communicated directly with customers by phone, electronically or face to face
- Help increase sales
- Offer repairing services
- Offer installation services

Premier Package4u Ltd.2022

- Front desk receptionist
- Provide customer service to customers over the phone and face to face
- Customer service representative

Startek Inc. 2023

- Customer care representative/Sales
- Assisting customers electronically through the phone


Royal Jewellers Ltd.2023-24

- Communicated directly with customers by phone, electronically or face to face
- Help increase sales
- Offer repairing services
- Offer installation services

QUALIFICATION:

Seven CXC's: - Math's, English, English Literature, biology, food and nutrition, geography and Electronic Document Preparation and Management (EDPM)

One Cape: - physical education

HOBBIES:  Surfing the web, Reading, track, and field, singing, drama
