

Samantha Meera Bachan

ADDRESS : #142 Petersfield Main Road, Chaguanas. TELEPHONE: 327-1967/ 312-3159.

EMAIL: samanthabachan@ymail.com

30/01/15

Dear Sir/Madam,

I am aware that your company is in a demand for workers via word of mouth from my colleagues as well as from the company's webpage. I am a determined and hard working individual who believes that I am capable of fulfilling a position of employment in your well known establishment.

With several CSEC and CAPE passes I believe I am fully equipped to handle any task placed before me. I am fit for employment with my skills and knowledge as well as my abilities to cooperate and manage time. Therefore, I would like to join your prestigious company and become a part of your successful staff at present.

I am looking forward to a request from you to attend an interview. I can be contacted by telephone at either 327-1967 or 312-3159; or by email at samanthabachan@ymail.com.

Sincerely,

SAMANTHA BACHAN.

Samantha Meera Bachan

ADDRESS:#142 Petersfield Main Road, Chauanas. TELEPHONE: 327-1967/312-3159. EMAIL: samanthabachan@gmail.com

Objective

To obtain a position where I can maximize my skills and knowledge in this company.

Education

- Holy Faith Convent, Couva
- Graduated in 2012
- C.X.C CAPE: A level passes:

| SUBJECT | UNIT | GRADE | YEAR |
|-----------------------|------|-------|------|
| Environmental Science | 1 | 1 | 2013 |
| Biology | 1 | 1 | 2013 |
| Geography | 1 | 2 | 2013 |
| Caribbean Studies | 1 | 2 | 2013 |
| Environmental Science | 2 | 1 | 2014 |
| Biology | 2 | 1 | 2014 |
| Geography | 2 | 1 | 2014 |
| Communication Studies | 1 | 1 | 2014 |

- C.X.C O Level Passes:

| SUBJECT | PROFICIENCY | GRADE | YEAR |
|------------------------|-------------|-------|------|
| Mathematics | General | 2 | 2012 |
| English Language | General | 1 | 2012 |
| English Literature | General | 1 | 2012 |
| Spanish | General | 2 | 2012 |
| Biology | General | 1 | 2012 |
| Information Technology | General | 1 | 2012 |
| Social Studies | General | 1 | 2012 |
| Geography | General | 2 | 2012 |
| History | General | 2 | 2012 |

Experience

September 2013 - March 2013

Remedial Tutor | Butler Institute for Remedial Tutors | Couva

This job was to tutor young students on subjects such as Math, English reading etc. I also had to help develop student skills of working in groups, respect for each other and self and other life skills needed in all round development.

September 2012 - September 2013

Prefect | Holy Faith Convent | Couva

I was needed in enforcing school rules, maintaining a class of twenty seven (27) students and assisting teachers where needed.

April 2014 - August 2014

Woman Security Officer | B & B Security Services Limited | Carapichaima

I was located at the NESC Ste Madeliene Rig to serve as both day and night officer. As security I worked hand in hand with the Rig Manager and his staff to ensure the safety of the area and students.

Awards and Acknowledgments

- Outstanding Performance in Geography : Holy Faith Convent Couva ;the years 2013 and 2014
- General Proficiency award: Holy Faith Convent Couva; the years 2013 and 2014
- Certificates for extra curricular work:
 1. Public Speaking (2007)
 2. Art (2008)
 3. Photography (2009)
 4. Families in Action Training Programme (2010)
 5. Common Sense parenting (2013)