

LP#11 Vega De Oropouche

Toco Main Road,

Sangre Grande.

28th August, 2016.

Dear sir/madam,

Please find an enclosed copy of my curriculum vitae in support of my application for a job opportunity.

My qualifications are, as you will see, relevant for the needs of this vacancy in which it suits.

I hope that you find my details of interest, and I will, of course, be happy to be given the opportunity of expanding upon them at an interview.

Should you require any other information, please do not hesitate to contact me at the stated numbers above. I look forward to hearing from you in due course.

Respectfully,

Anginie Reshma Singh

Name: Anginie Reshma Singh

Address: LP#11 Vega De Oropouche, Toco Main Road, Sangre Grande.

Contact Numbers: 668-1525, 388-5579

Email Address: reshma.singh@hotmail.com

Date of Birth: 30th October, 1994.

Education: Sangre Grande Hindu School (1999-2006)

Sangre Grande Secondary School (2006-2011)

Sital College of Tertiary Education (2011-2012)

Qualifications: (CXC O'LEVELS)

- Economics – Grade 3
- English A – Grade 2
- Integrated Science – Grade 3
- Mathematics – Grade 4
- Principles of Accounts – Grade 3
- Principles of Business – Grade 2

Tertiary level: (ABE Qualifications)

- Introduction to Accounting - Grade C
- Introduction to Business - Grade B
- Introduction to Business Communication - Grade B

- Introduction to Quantative Methods - Grade E

Experience: - Secretary at Attorney-at-Law Office

Duration: 1st May - 30th August 2012

- On- The- Job Trainee (Started on 29/01/13) as an Clerical Assistant

Duration: 28th February 2013 – July 3rd 2015

-North Frost Limited (08th January 2016 – 19th June 2016) as a Cashier/ Sales Rep.

Hobbies or Personal Interest: Interacting with associates, typing and reading.

Referees: Mrs. Jennifer John (Educator)

Mrs. Elma Carr-Noel (Educator)