Devika Jenny Singh

#55 Dowlat Circular,

Junction Road,

Sangre Grande.

383-1440

June 15, 2015,

Dear Sir/Madam,

**RE: Application for Employment**

Please accept this as a formal application for a position within your organization, which can be considered appropriate based on my qualifications, experience and personality.

I am a highly motivated individual who is looking for a challenge. I firmly believe that I am equipped with strong communication and interpersonal skills which can be used to make a significant contribution to your organization.

My honesty, dedication and commitment pledged in advance. I am available for an interview at your convenience.

Respectfully,

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DEVIKA JENNY SINGH

**OBJECTIVE**

To contribute to the continued success of myself and any organization with which I am affiliated not only by striving for excellence in my assignments but by seeking ways and means by which I can develop my natural and acquired skills.

**EDUCATION**

1999-2007 LAKSHMI GIRLS’ HINDU COLLEGE

CXC O’LEVELS – Mathematics (I)

Physics (I)

English A (I)

Additional Mathematics (B)

Geography (II)

Spanish (III)

Biology (III)

Chemistry (III)

CXC A’LEVELS – Caribbean Studies (I)

Communication Studies (II)

Pure Mathematics (III/IV)

Physics (V/III)

Geography (IV/V)

2007-2011 UNIVERSITY OF THE WEST INDIES

Bsc Degree- Mathematics

Physics

**EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

DEPUTY HEAD GIRL OF LGHC-2006

HOUSE CAPTAIN OF LAKSHMI HOUSE-2006

SENIOR PREFECT-2007

3 TIME SECONDARY SCHOOL CRICKETER OF THE YEAR

MEMBER OF THE TRINIDAD AND TOBAGO NATIONAL CRICKET TEAM- 2004-2011

VICE CAPTAIN OF THE WEST INDIES U-19 WOMEN’S CRICKET TEAM-2006

LGHC REPRESENTATIVE AND AWARD RECIPIENT FOR THE OLYMPIC COMMITTEE’S YOUTH SPORT ESSAY COMPETITION-2006

3 TIME MVP FOR UNTOUCHABLES CRICKET CLUB

ONE OF THE TOP 5 NATIONAL WOMEN CRICKETERS OF THE YEAR AWARDED BY THE WOMEN’S BOARD-2006

7-TIME WINNER OF THE TOP 5 WOMEN CRICKETERS OF THE YEAR AWARDED BY THE NORTH EAST ZONE

**WORK EXPERIENCE**

CASHER AT JUTERAM’S AUTO SUPPLIES SANGRE GRANDE-After cxc (2005)

MATH TUTOR AT A PRIVATE CENTRE- FORM 2&3-July/Aug 2007 (Home of Mr. Buchoon, Picton Rd. S/Grande)

INTERN AT UNIT TRUST COOPERATION SANGRE GRANDE BRANCH-July/Aug 2008

PART TIME TUTOR AT SWAHA HINDU COLLEGE (FORM 3,4 &5) – Term 1-2008 , Term 2-2009

PRIVATE CXC MATH/PHYS/PRIMARY+SECONDARY SCHOOL CLASSES- July/Aug 2009- 2010

ADMINISTRATIVE ASSISTANT AT HEARTY FOODS ARIMA – Sept to Dec 2010

TEACHER AT SANGRE GRANDE EDUCATIONAL INSTITUTE (Lower Form Science and Geography & Form 4&5 Mathematics and Physics) 2011-2014

PART TIME SECRETARY (JZS CONSTRUCTION LTD)-2011-Present

**INTERESTS**

SPORTS, OUTDOOR ACTIVITIES, GIVING TO THE LESS FORTUNATE (Not to a home in particular but to children that I have met from less fortunate families.)

**REFERENCES**

ANNE BROWNE-JOHN (Member of the West Indies Women’s Cricket Association)- 759-6409

ADELAIDE JUTERAM- SINGH (Manager, Juteram’s Auto Supplies) – 788-0631