| #8 Calcutta 1 Mc Bean Village Couva, 3394426, kavitaramsingh00@gmail.com | | | | |
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| Kavita Ramsingh  rR | | | | |
| Objective | To have a successful business and a well-developed understanding of the business world. | | | |
| Experience | September 2014- May 2015 | | Couva District Health Facility | Couva |
|  | CSR/CRO  * Telephone operator in the administration office, placing outgoing calls and receiving calls. * Ensuring all documentation at the file room are managed at Medical Records. * Secretary at the Rheumatology Clinic/ placing documents in their respective files, arranging appointments and rescheduling, photocopying, lasing with the head doctor Dr. Dyaanand. * CRO at the Quality Department, ensuring the Information desk always had the necessary information for the patients, providing assistance and directing the patients to the various departments * At Accident and Emergency, providing Record Cards for the patients, attending to patients confusion, lasing with the head nurse at all times to ensure all patients are attended to. | | | |
|  | January 2012-December 2013 | Chinese Restaurant | | Debe, Trinidad |
|  | Waitress  * Cleaning the restaurant. * Re-stocking bar and food supplies. * Attending to customers. | | | |
|  | June 2011-december 2011 | Bar | | Princess town, Trinidad |
|  | Waitress  * Attending to customers. * Collecting stock. * Cashing. | | | |
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|  | 1998-2004 Brothers Presbyterian School Garth Road, Williamsville | | | |
| Education | September 2005- September 2010 | Gasparillo Secondary School | | Gasparillo |
|  | ***I attained 6 o level passes***.   * Electronic Document Preparation and Management – Grade 2 * English Language – Grade 3 * English Literature – Grade 2 * Geography – Grade 3 * Mathematics – Grade 4 * Office Administration – Grade 3 * Social Studies – Grade 3 | | | |
| Interests | I am very interested in becoming a teacher in the future, I love to teach, I teach my younger cousins and other family members. I love to read, draw and socialize. | | | |
| References | References are available on request. | | | |