#8 calcutta 1 mc bean village couva

Phone 339-4426/754-2332

Kavita Ramsingh

Re: cover letter

To whom it may concern,

It is with great respect that I start by saying it will be an honor to work in your company, if given the opportunity I will excel at my outmost best. I have always been displaying a high degree of integrity, respect, ambition and responsibility. I believe I can be an asset to your organization. I have good judgement and my mature outlook on the work environment puts me on a different level to others.

I have the knowledge and the experience when it comes to monitoring, communicating information, surveillance and counseling. I can state this proudly because I started off as a CSR through the OJT programme in the Couva District Health Facility, later on I was then promoted to a CRO because I provided accurate documentation for the quality department, I can multi-task well also. I worked in all the departments of the health centre, different departments on different days. I was also the only secretary in the clinic department for the Rheumatology clinic.

I have a very devoted working drive which is why I was appointed as the secretary and to work in the various departments. I am very honest and hardworking and I can assure u that I will work to the best of my ability if given the chance.

I would welcome the opportunity to discuss my application with you and look forward to hearing from you.

Yours sincerely,

Miss Kavita Ramsingh

Kavita Ramsingh

Customer Care Representative

Phone: 339-4426/754-2332 | Email: aspiringdreams18@gmail.com

Address: #8 Calcutta 1 Mc Bean Village Couva

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|  | Experience |  |
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| Waitress•Laing’s Chinese Restaurant • Debe/Penal•March 2011-February 2013  My job was basically assisting customers, attending to their tables, serving their food and drinks, being polite, restocking drinks section, cleaning up before and after closing hours daily.  Southern Food Basket•St Charles•March 2014-August 2014  At this job i was required to attend to customers, packing grocery items into bags, restocking shelves, taking out garbage, restocking meat department, this job brought out my ability to multitask on a daily basis, i worked Sunday to Saturday on a 8-4 basis sometimes a bit later on holidays.  Couva District Health Facility•Couva• September 2014-June 2015  This job I started off a CSR attending to patients, caring for them, helping them to different departments at the health facility, I was then given the opportunity of being a secretary for dr. Dyaanand at the rheumatology clinic every Tuesday. My supervisor saw my working drive and then promoted me to CRO position, this position enabled me look over the different departments and attend to patients in a different way, I took complaints, any problems in the health facility came through me and I addressed the issues with the various supervisors. I learnt a lot through this job, caring and having sympathy was a big eye opener. | | |

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|  | Education |  |
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|  | Secondary Level  Gasparillo Secondary School  2005-2010  Primary Level  Brothers Presbyterian School  1998-2004 |  |
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| ------------------------------------ | Key Skills | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Professional  Hardworking | Related  Teamwork | Personal  Management |