

# Jeremi Cathreen Jeyakaran

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## HIGHLIGHTS OF QUALIFICATIONS

- **Financial Operations:** Hands-on experience in processing invoices, payments, and financial transactions, and supporting bank reconciliations and payroll processes.
- **Technical Proficiency:** Microsoft Word, Excel, Powerpoint, Google Docs, Spreadsheets
- **Communication and Customer Service:** Developed strong interpersonal skills through roles requiring detailed responses and active listening, including experience in high-pressure, multitasking environments as well as through competitive debating and public speaking experience.

## EDUCATION

### **Bachelor of Business Administration (Honors)**

Sept 2023 - Present

Trent University, Peterborough, ON, Canada

- Academic Distinction: Dean's Honor Roll List (2023 - 2024 Academic Year)

## RELEVANT EXPERIENCE

### **Finance Management Assistant** Trent Central Student Association

Sept 2024 - Present

- Manage the tracking, reconciliation, and distribution of Association funds, including Grocery Assistance, Special Assistance Funding, TCSA student bursaries, consignment book sales, and club funding.
- Collaborate with the General Manager and Finance Committee to address student requests and applications, and respond to inquiries via email.
- Assist with maintaining accurate financial transaction records and documentation.

### **Intern** HR and Finance Department EMCO, Doha Qatar

July 2024 - Aug 2024

- Gained hands-on experience in HR and finance operations by learning daily workflow management, and assisting in solving administrative challenges.
- Maintained employee records in HR databases, ensuring accuracy and confidentiality. Assisted in the preparation and management of HR and Finance documentation and reports.
- Tracked and documented financial transactions contributing to the preparation of financial reports.
- Assisted in Processing Invoices and payments for daily business operations.
- Maintained confidentiality in handling employee and financial records.

### **Debate Club Director** DPS MIS, Qatar

Sept 2021 - Feb 2023

- Developed strong analytical skills through competitive debating, which involved preparing and presenting complex arguments
- Led the organization of debate practices and tournaments, demonstrating excellent project management and leadership capabilities
- Provided mentorship and training to new members, enhancing team collaboration and communication skills.

## SKILLS

- Invoice processing, Bank reconciliations, Data Entry and Documentation.
- Analytical thinking, Public Speaking and Communication.
- Project Management, Customer Service and Team Collaboration.