**Elroy Leith**

**Castleton District**

**Castleton P.O.**

**St. Mary  
Cell: 1-876-281-9360**

**Email:** [**elroy.leith@gmail.com**](mailto:elroy.leith@gmail.com)

**Objective:** To maintain high level of professionalism in conduct and attitude to enhance and motivate those around me.

**Skills:**

* Trained in the use of SisCor, ezshare and record point for Data entry and retrieval.
* Sound knowledge of Microsoft Office, Windows 95, 98, 200, XP, Windows Vista, 7, Windows 10, Network computer and devices, computer and devices diagnostic, maintenance, repair, upgrade, downgrade, etc.
* Possess high levels of commitment to solving problems.
* Experience in troubleshooting computer hardware, software and networking equipment.
* Ability to communicate effectively, coordinate activities and work effectively with other persons/staff members.
* Excellent analytical, planning and problem-solving skills.
* Moderate typing skills.
* Experience in the use remote desktop applications.

**Professional Experience:**

* **Information Technology Consultant, January 2010 - Present**
* **Administrative (Record Point) Consultant, March 16, 2018 to March 15, 2019**

Inter-American Development Bank

* **Taxpayer Service Officer, January 4, 2016 to December 30, 2016**
* **Stock Officer, November 2009 to February 28, 2018**

Constant Spring Revenue Service Centre

***Responsibilities: monitor stock levels, prepare monthly report of stock, prepared monthly requisition for stock. Report and liaison with relevant department and supervisor to ensure service quality.***

***Ensure the security of the stock***

***Data entry on Rais at TRN***

***Processing of Zero rating applications***

* **Taxpayer Accounts Officer (Acting) July 2011- September 2011**

Constant Spring Revenue Service Centre

**Internship, August 2008 to September 2008**

* Inter-American Development Bank

***Responsibilities: preparing GCT claims, preparing weekly report of task accomplished, assist in the filing and documentation department.***

**Education**

* **CompTIA A+**

Vantage Point I. T. Training & Consulting

* **CompTIA Network+**

Vector Technology Institute

* **Associate of Science degree in Business Administration (Accounts Major): 2006-2008**

College of Agriculture Science and Education

* **CXC General Proficiency Examination: 2000-2005**

Oberlin High, St. Andrew

***Courses:*** Office Procedures, Principles of Accounts, Principles of Business, Information Technology, English Language, Caribbean History

**Interest/Hobbies: Swimming, Sermons & Presentation, repairing computers.**

**References:** Joyvette Redwood

Taxpayer Service Officer

Tax Administration Jamaica

1-876-422-5492

Pamella Williams-Watkis

Manager Customer Service

Tax Administration Jamaica

1-876-545-4882