

Kathyann Diaz-Ramcharita

Address: Todd's Station Road Talparo

Phone: 766-2660 **Email:** kramcharita@yahoo.com

Curriculum Vitae

PROFESSIONAL EXPERIENCE:

Inventory Control

December 2016-1 week

Eve Anderson Recruitment Ltd

- Stock taking (Ansa Motors Gaston St and Hwy)

Accounting Assistant

August 2015 - 9th August 2016

MIC Institute of Technology

- Prepare documents for audit.
- Verify payment voucher.
- Assist with special projects.
- Prepare bank reconciliations.
- Prepare cheques for creditors.
- Prepare journal entries.
- Assist Finance Manager (Ag) Administrative duties.
- Prepare Public Sector Investment Programme Report(PSIP)
- Other duties as assigned.

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Accounts Supervisor

April 2008 – August 2015

Jaric Environment Safety and Health Services Ltd.
Lot 5B Trincity Industrial Estate
Trincity.

- Create and maintain Peachtree records and prepare monthly reports.
- Process payroll documents, confirm timesheets and overtime, verify statutory deductions/other and payments for insurance premium.
- Contributes to team effort by accomplishing related results
- Prepares bank deposit; withdraw cash
- Process settlement of linx transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments or adjustments
- Collects revenue by reminding customers; notifying customers of insufficient payments.
- Prepares journal entries.
- Remunerate invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Prepares tax computations and returns.
- Assist Directors with budget and forecast.
- Prepares payroll administration.
- Assist with preparation and coordination of the audit process.
- Prepare cheques for monthly expenses, facilitators and creditors.
- Update and make requirements for legal documents.
- Prepare Vat, GFLV and BLV calculations.
- Ensures adequate petty cash is available for recurring expenses.
- Completes special projects and miscellaneous assignments as required.
- Other duties as assigned

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Warehouse Assistant/Data Entry

August 1996 – April 2008

Albroscos Ltd
O'Meara Road Arima

- Supervise and assist in receiving goods daily and ensures corresponds to supporting documentation.
- Supervise employees off-loading containers.
- Delivering goods to satisfy internal and external requirements.
- Supervise a team of warehouse employees.
- Monitor stock level and report the effectiveness of department activities.
- Establishing or adjusting work procedures to meet warehouse demands from production schedules and work flow.
- Recommending improvements for quality of service, increasing efficiency of department and work crew.
- Conferring with other supervisors to coordinate activities for individual departments
- Conduct quarterly spot-checks of inventory levels and supplies.
- Investigate causes of lost or damaged cases and other matters; make adjustments where necessary.
- Ensure inventory transactions are accurately documented
- Prepares monthly report of stock counts.
- Filling work orders from production, packaging assemblies and receiving into finished goods.
- Ensures all production orders are shipped to customers in a timely manner an adherence to delivery schedules.
- Abide by all company safety and hygiene regulations.
- Ensure equipment's are regularly serviced.
- Maintains storage area by organizing floor space; adhering to storage design principles
- Maintains inventory by conducting monthly physical counts; reconciling variances; adjusting errors and inputting data.

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EDUCATION:

CXC General Proficiency

- Office Administration(to be completed January 2018)
- Social Studies (to be completed January 2018)

ABE Diploma 5 in Financial Management

Sital College of Tertiary Education

Relevant modules:

- Marketing Policy, Planning & Communication (**on going**)
- Managerial Accounting (**on going**)
- Organizational Behaviour
- Business Environment
- Quantitative Method for Business Management
- Systems Management and Internal Financial Controls
- Financial Accounting
- Human Resource Management

INTAD

- Supervisory and Management Skills

ABE Diploma 4 in Business Management

Sital College of Tertiary Education

Relevant modules:

- Accounting for Financial Management
- Introduction to Business Communication
- Introduction to Business
- Introduction to Quantitative Method

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CXC General Proficiency

El Dorado Comprehensive School

- Principles of Business - 3
- Mathematics - 3
- English - 3

Certificate of Completion in the following:

- OSHA 30hr General Industry
- NSC First Aid and CPR
- NSC Defensive Driving Course

School of Practical Accounting:

- Advanced Practical Accounting
- Advanced Taxation Course
- Peachtree Accounting

Association of Computer Professionals:

- Microsoft Word and Excel

Interest/Skills: Football, Reading, Team work / Problem solving

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References:

- Ms. Marissia Bain
Address: Arima
Front Office Supervisor
Radisson Hotel
Cell #: 361-3784
- Mr. Gerard Quamina
Address: Tobago
OSH Officer 1
Tobago House of Assembly
Office of the Chief Secretary
Cell #: 290-2868

