

COREY JOSEPH-SAMAROO

SKILLS

Time Management

Adaptability

Self-Motivation

OBJECTIVE

A client serving professional seeking a position that will apply my industry knowledge and expertise in the areas of Accounting and Finance.

EXPERIENCE

Mortgage Assistant | Trinidad and Tobago Mortgage Finance Co. Ltd. | Jan 2017- Present

- Calculate mortgage payments in alignment with the Government Assistance Mortgage Programme.
- Preparation of correspondence to clients with respect to changes in their mortgage accounts.

General Accounting Assistant | Guardian Shared Services Limited | June 2013- Dec 2016

- Bank Reconciliations
- Preparation of wire transfers for various payments.
- Quality assurance and data entry of journals.

Records Management Assistant | Guardian Life of The Caribbean | Nov 2007- May 2013

- Electronic Document Management Administration
- Various administrative duties such as filing and sorting of Life Insurance policies.

EDUCATION

**Associate Degree- Information Systems Management
| 2010 | College of Science, Technology and Applied
Arts of Trinidad and Tobago**



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CERTIFICATIONS

- **LOMA 280-** Principles of Insurance
- **LOMA 290-** Insurance Company Operations

