

## **RONELLA UHANNA SUMAIR**

**Address:** #05 Nelson Street Perseverance Village,

**Contact:** 785-3101

**Email:** [ronellasumair@hotmail.com](mailto:ronellasumair@hotmail.com)

### **Curriculum Vitae**

**Objective:** To obtain a position in your organization where I can utilize my skills and contribute to the growth and continuous success of your organization

### **EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

**2013-Present:** CTS College Of Business and Computer Science Ltd

#### **Currently Pursuing**

##### **-Association of Business Executives Level 6**

- Managing in organization
- Corporate Strategy and Planning
- Project Management
- Strategic Stakeholder Relationship
- Leading Strategic Change

##### **-Association of Business Executives Level 5**

- Economics for Business
- Organizational Behavior
- The Business Environment
- Financial Accounting
- Human Resource Management
- Marketing Policy, Planning and communication
- Quantitative Methods for Business Management
- Managing the Customer Relationship

##### **-Association of Business Executives Level 4**

- Introduction to Accounting
- Introduction to Quantitate Method
- Introduction to Business
- Introduction to Business Communication

## **Junior Accountant**

Practical Accounting

Creation of an Accounting System

Book Keeping

Finalization of Accounts

Computerized Accounting

Introduction to Computers

Peachtree Accounting

Microsoft Excel

Office Skills

## **CXC PASSES**

Principles of Business

Information Technology

Integrated Science

Social Studies

Principles of Accounts

English

Mathematics

Computer Literacy

## **Work Experiences:**

### **Accounts Clerk: (September 2013- Present)**

Amral's Travel Service

- Accounts Receivables
- Rectifying agencies account issues
- Receiving and making outgoing phone calls for outstanding monies
- Emailing agencies and corporate clients for payments
- Entering data into Travcom
- Posting receipts
- Preparing receipts
- Balancing off monthly cash reports
- Reconciliation of reports and sales

**Ferry Ticketing Agent (November 2012-September 2013)**

Amral's Travel Service

- Issuing and Booking Ferry Tickets
- Answering Phone calls
- Revalidating Tickets
- Training trainees

**Administrative Assistant**

T\$R Financial Business Partners Ltd

- Data Entry
- Answering Phone Calls
- Peachtree

**Skills:** Office skills

Customer Service relation skills

Computer Literate

Team worker

**References:**

Dr. Darin Mohammed

Minister of Religion

#58 Soledad Road

Claxton Bay

685-4218

Elizabeth Songui-Mitchell

Senior Travel Consultant

Prestige Travel Service

Island Mall, Chaguanas

752-4477