

ADUNNI SIMMONS  
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### **OBJECTIVE**

To obtain a position as a Purchasing Officer, Buyer, an Office Administrator or any other position, that utilizes my purchasing, sales and administrative experience in the oil, gas, finance, telecommunication and construction industry.

### **PERSONAL INFORMATION**

DATE OF BIRTH: - APRIL 13<sup>TH</sup> 1982.

CITIZEN: - TRINIDADIAN

GENDER: - FEMALE

### **WORK EXPERIENCE**

#### ***UNICOMER TRINIDAD LIMITED***

#### **ASSISTANT BRANCH ADMINISTRATOR**

**AUG.2016-DEC2017**

- Ensured all information is verified before approval of credit accounts.
- Sanctioned contracts on a daily basis as per turnaround time from credit sanction department.
- Assisted in the preparation of outstanding service request reports.
- Ensured efficient management of lines by cashiers and relieves cashiers when necessary.
- Ensured all equipment and stationery are properly utilized and ordered.
- Worked closely with the Administrator to monitor cashier's performance.
- Performed the Branch Administrator's functions when necessary.
- Closed off daily cash received and re-checks bank deposits slips for banking.
- Worked closely with Administrator to actively action Management reports on a timely basis.
- Maintained Manager's daily schedule of appointments.
- Compiled status reports and prepared reports as requested by the Regional Manager,
- Issued cash loan to customers
- Conducted both hire purchase and cash sales

#### **SAN FERNANDO GOVERNMENT CENTRAL SCHOOL *SCHOOL CAFÉ***

#### **MANAGER**

**JAN.2014- JUN.2016**

- Assisted with the day to day operations of the business.
- Ordered supplies, food and necessary goods and services.
- Organized and maintained the inventory of the goods.
- Assisted in the hiring, training, scheduling and supervision of the entire food preparation.
- Cashed all sales.
- Bookkeeping of daily sales.
- Supervised and managed all daily functions.
- Provided excellent customer service.

***ABT ENGINEERING AND CONSTRUCTORS LIMITED (JOINT VENTURE WITH  
BECHTEL INTERNATIONAL INC)***

**PROCUREMENT ASSISTANT**

**JAN.2011- DEC.2013**

***GASOLINE OPTIMISATION PROJECT-PETROTRIN***

- Purchased general and specialized equipment, materials and business services for further processing by establishment.
- Invited tenders, consulted with suppliers and reviewed quotations.
- Established delivery schedules, monitored progress and contacted clients and suppliers to resolve problems.
- Prepared purchase orders and sent copies to suppliers and to departments originating request.
- Responded to customer and supplier inquiries about order status, changes or cancellations.
- Contacted suppliers in order to schedule and expedite deliveries and to resolve shortages, missed or late deliveries.
- Reviewed requisitions in order to verify accuracy, terminology and specifications.
- Compared prices, specifications and delivery dates in order to determine the best bid among potential suppliers.
- Tracked the status of requisitions, contracts and orders.
- Checked invoices for accuracy and forwarded to the client for payments.
- Checked shipments when they arrived to ensure that orders was filled correctly and that goods met specifications.
- Monitored contractor performance, recommending contract modifications when necessary.
- Prepared invitation- of- bid forms and mailed forms to supplier firms or distributed forms for public posting.
- Researched and developed resources that created a timely and efficient workflow.

***POLICE SERVICE CREDIT UNION OF TRINIDAD AND TOBAGO***

**CLERK 1**

**JUL.2010-DEC.2010**

- Sorting and filing of days' work- to be prepared and forwarded to Senior Clerk.
- Provided accurate information to members regarding their accounts, using the Flex system.
- Responded and provided information to members Cuna and Medical Plan queries.
- Received medical claims to be submitted to medical clerk for processing.
- Prepared standing orders, statements and other documents as requested while maintain a required standard for providing information.
- Receptionist duties: - telephone etiquette to present the organization and maintain a standard that is warm and receptive to membership.
- Customer transaction: - Preparing consumer charge bills, cash bills and other forms that related to the consumer department for further processing.
- Assisted in the preparation of correspondence to and from Head Office in a timely manner.
- Provided administrative and secretarial support to designated senior managers.

***MINISTRY OF FINANCE***

***CUSTOMES AND EXCISE DIVISION OF TRINIDAD AND TOBAGO  
EVALUATION DEPARTMENT***

**CLERICAL ASSISTANT**

**JAN.2010- JUN.2010**

- Provided administrative support to the management team of the department.
- Typed and proofread correspondence, forms and other documents.
- Sort, processed and verified applications and receipts.
- Processed incoming and outgoing mail manually and electronically.

- Assisted the management team with conducting relationships with external parties, such as: -brokers, customs clerks and the relevant public.
- Designed and maintained an appropriate filing and retrieval system, which ensured that information and records were properly stored and readily available.
- Internet research for items evaluated by the public.

### ***DAMUS LIMITED***

#### **MATERIALS BUYER**

**JAN.2009 –DEC.2009**

- Purchased all local and foreign goods and services.
- Prepared purchase orders and sent copies to suppliers and departments originating request.
- Prepared request to quote forms and emailed/ faxed forms to suppliers and firms.
- Compiled records of items purchased or transferred between departments, prices, deliveries and inventories.
- Compared prices, specifications and awarded contact bidders.
- Liaised with suppliers to ensure product/collection supply meets demand
- Maintained computerized stores inventory records, which included tabulating and recording data on inventory costs and supply levels to ensure an accurate and cost efficient inventory of supplies.
- Determined if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Responded to customer and supplier inquiries about order status, changes or cancellations.
- Contacted suppliers in order to schedule or expedite deliveries and resolve shortages missed or late deliveries and other problems.
- Reviewed requisitions in order to verify accuracy, terminology and specifications.
- Tracked the status of requisitions, contracts and orders.

### ***POWER GENERATION COMPANY OF TRINIDAD AND TOABGO***

#### **PURCHASING ASSISTANT**

**JUN.2004-DEC.2008**

- Under minimum supervision, generated and processed Purchase Orders using Maximo software.
- Entered substantial information from Purchase Orders for the Accounts Payable department using Epicor software.
- Sort and distributed mail to Foreign and Local suppliers.
- Maintained a filing system of all Purchase Orders processed.
- Expedited all outstanding Purchase orders ensuring that all goods and services were received in a timely manner.
- Maintained a series of spreadsheets, recording all Purchase Orders processed, filed, advance payments, and copies sent to Accounts Payable department using.
- Prepared pre-qualification packages for vendors and suppliers.
- Maintained all registered and approved vendors and suppliers using spread sheets.
- Assisted in the preparation of Tenders.

### ***MINISTRY OF FINANCE: - INLAND REVENUE DIVISION***

#### **CLERICAL ASSISTANT**

**NOV.2003-MAY.2004**

- Delivered excellent customer service by providing information, problem- solving and handling complaints relating to tax issues.
- Data Entry of Individual Tax returns.
- Tax consulting.
- Assisted in preparation of tax documents as directed by tax personnel.
- Processing and documentation of individual tax returns.

## **EDUCATION**

### ***COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO***

**SEPT.2014-DEC.2015**

Associate of Science Degree in Business Administration.

### **OMARDEEN SCHOOL OF ACCOUNTANY**

**APR.2003- JUL.2003**

Peachtree Accounting

### ***SAN FERNANDO GOVERNMENT SECONDARY***

**SEPT.2000-JUN.2002**

#### **A'LEVELS G.C.E**

Management of Business

Accounting

General Paper

English Literature

### ***SAN FERNANDO GOVERNMENT SECONDARY***

**SEPT.1995-JUN.2000**

#### **O'LEVELS C.X.C**

Mathematics

English Language

English Literature

Principles of Accounting

Principles of Business

Office Procedures

Geography

Social Studies

History

### ***NATIONAL ENERGY SKILLS CENTRE ( N.E.S.C)***

MICROSOFT OFFICE SUITE

Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Power Point

## **REFERENCES**

1. Mr. Anderson Roberts  
ABT Engineering  
Procurement Manager  
658.5030

2. Karen Lalla- Baptiste  
Senior Buyer  
Procurement Department  
636-2525

3. Sophia John  
Unicomer (Trinidad) Limited  
Branch Administrator  
800-4222 EXT.2015