

Shea Hicks

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#36 Street, Sixth Avenue Barataria

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### **Objective Overview**

To offer my skills as a contributing factor towards the overall success of your business and at the same time continue to develop as a up-and-coming individual.

### **Education**

#### **School Name**

#### **School of Practical Accounting 2008/2009**

Advanced Taxation Certificate

Practical Accounting Certificate

#### **School Name**

#### **Upper Level Educational Institute 2002-2004**

A Levels:

Sociology C

Business Management D

Economics E

General Paper C

School Name

**Union Claxton Bay Senior Comprehensive**

CXC –General Proficiency

English	I One
Social Studies	I One
Integrated Science	II Two
Principles of Business	II Two
Mathematics	III Three
Spanish	III Three

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Work experience

**AEGIS Business Solutions Limited-2013-Present**

Current Position-Payroll Administrator II

Duties

- Processing payroll for a diverse portfolio of clients

Including-Monthly, fortnightly, bi monthly, regional (Jamaica) and expat payrolls.

Responsible for the processing of the company's payroll for the Permanent, Directors and Temporary payrolls.

- Analyzing of all data received by client.
- Data entry and manual calculations of raw date including overtime, allowances both cash and Non cash (BIK), Vacation no pay leaves and gratuity.
- Proficient user of HRp5/HR Plus
- Completion of TD1 forms
- Completion of NIS Claim forms
- Preparation of ACH files for bank transfers
- Online submission of taxes for the Jamaican payroll
- Preparation of Departmental reports for Management.

- Preparation of Wire Transfer Letters
- Preparation of pay slips and TD4s/Tax Returns
- User of CCH( timesheets/ creation of invoices), previously a user of Procost for the recording of time sheets
- Preparation of statutory remittances for NIB and BIR payments
- Preparation of payroll GL reports
- Proficient user of Microsoft Excel and Word
- Advising clients on the most accurate treatment of payroll situations for example- taxes
- Completed FIU training(receipt of certificate)
- Responding to queries in a timely manner via email and the telephone.
- Filing of all payroll documents.
- Research of data where necessary.
- Attending meetings with clients for updates.

### **The University of Trinidad and Tobago-2006-2013**

#### Accounts Clerk II (Payroll)

##### Responsibilities

- Analyzing of data receive by Human Resources for the processing of payroll
- Processing of the Executive, Management and Regular payrolls
- Data entry of raw data in to Oracle (payroll software)
- Calculations of over time
- Proration and calculating allowances and vacation pay
- Assisting with payroll queries
- Exporting of reports for review by supervisor
- Completion of NIS claim forms
- Preparation of one off and advance payments
- Preparation of Medical and Group Life remittances
- Preparation of pay slips
- Preparation TD4s
- Proficient use of Excel and Word
- Responsible for the maintenance of the internal gratuity schedule.
- Filing of all payroll documents and correspondences.
- Assisting in the preparation of monthly reports for supervisor.
- Assist auditors where needed

### **Carl King Company Limited-February 2006-June 2006**

Accounts clerk

Responsibilities

- Processing of weekly and fortnightly payrolls.
- Calculation of overtime and timesheets
- Preparation of statutory payments
- Processing of vouchers and bank letters for salary payments
- Distribution of pay slips
- Preparation of quotes and invoices
- Dealing with queries from customers and employees

### **Pointe-a-Pierre Government Special School**

Receptionist/ Admin -On the Job Trainee-2005 6mth programme

Responsibilities

- Reception duties- Answering of the telephone.
- Filing
- Recording and sending out of packages
- Maintaining of attendance log.

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### **Skills**

- **Time Management** - I am able to adapt and work with strict deadlines and adhere to tight schedules
- **Detail Oriented** -In a field where there is almost zero tolerance for errors and I always pay attention to each detail.
- **Team work** -I am able to work well with team members always seeking the interest overall interest of the company.
- **Good Communication** –Good oral and written communication skills

