

9 , M a i n R o a d ,
R e f o r m V i l l a g e
G a s p a r i l l o
T e l : 6 5 0 - 2 3 2 4
M o b i l e : 4 9 6 - 6 0 7 4
D a t e : 2 6 / 1 / 2 0 1 6

T H E D I R E C T O R O F H U M A N R E S O U R C E S

D e a r S i r / M a d a m ,

I a m a p p l y i n g t o y o u r h i g h l y r e c o g n i z e d c o m p a n y s e e k i n g e m p l o y m e n t
f o r t h e v a c a n t p o s i t i o n A d m i n i s t r a t i v e / A c c o u n t s R e c e i v a b l e / P u r c h a s i n g
C l e r k .

P l e a s e f i n d a t t a c h e d a c o p y o f m y c u r r i c u l u m v i t a e t h a t r e f l e c t s m y
q u a l i f i c a t i o n s a n d e x p e r i e n c e .

T h a n k i n g y o u i n a d v a n c e a n d I a m l o o k i n g f o r w a r d t o a m o s t
h o n o u r a b l e r e s p o n s e .

B e s t r e g a r d s

M r s N a k i t a G u n n e s s

NAKITA GUNNESS
#9 MAIN ROAD, REFORM VILLAGE
GASPARILLO
TEL:650-2324 MOBILE: 496-6074
EMAIL: NIKITA87TT@YAHOO.COM

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Nakita Stephen Gunness

Date of Birth: 13th April, 1987

Address: #9 Main Road, Reform Village, Gasparillo

Contact #: 650-2324

Mobile: 496-6074

NIS#: 061488796

Status: Married

EDUCATION

1999-2002 - Princes Town Junior Secondary School

2002-2004 - Princes Town Senior Comprehensive School

2007 - School of Practical Accounting - Chaguanas

QUALIFICATIONS

English	-	2
Mathematics	-	4
Principles of Accounts	-	2
Principle of Business	-	1 Distinction
Social Studies	-	2
Typing	-	2
Functional English	-	B+ Grade

OTHER CERTIFICATES

Certificate of Merit	-	Business Studies Princes Town Senior Comprehensive School
-----------------------------	---	---

Certificate of Participation - Costing and Pricing
NEDCO - ETTIC

Certificate of Participation - Business Etiquette
AFFETT

Certificate of Completion - Functional English Programme
School of Practical Accounting - Chaguanas
B+ Grade (The written and spoken word,
Letter writing skills, Pronunciation etc)

WORK EXPERIENCE

2006 - **Oilfield and Marine Sales and Services Limited**
POSITION - **Payroll Clerk/HR Assistant**
DUTIES - PAYE, NIS Submission, PBX Operation, Data Entry,
Tenders Typist, Letters, Memos, Communications, Microsoft Office Suite etc

2006- 2007 - **EnMaSCO Limited** (Engineering and Maintenance Services Co. Ltd)
POSITION - **Receptionist/ Administrative Assistant**
DUTIES - Data entry, PBX Operation, Correspondences, Letters, Communications, Invoicing, Quotations Microsoft Office Suite, Tender Typist, Letters, Memos, Office Inventory Clerk etc

2008-2011 - **Escada Imports Limited**
POSITION - **Receptionist/ Administrative Assistant**
DUTIES - PBX Operation, Customer Service Audits, Quotations, Microsoft Office Suite, Correspondences, Peachtree Letters, Purchasing Inventory Clerk, Cash Reconciliation, Despatch/Warehouse Protocol, Communications and Team Leader

2011-PRESENT **Southern Medical Clinic Limited**
Accounts Receivable Clerk/Purchasing Clerk

Peachtree Accounting: Stock Control, Stock Issuance, Stock Inventory, Purchase Order Management System. Departmental Summaries/Comparison. Receiving supplies, Returns, Cheque Payments, Quotations, Product Sourcing. Issuance of receipts and invoices. Provide customer service to Internal and external customers. Preparation of computerized reports and records. Cash Reconciliation/Daily Bank Deposits. Distribution of all incoming mails.

R E F E R E N C E S

M s . R o n d a R o m a i n

EnMaSCO Limited (Engineering and Maintenance Services Co. Ltd)

A d m i n i s t r a t i v e M a n a g e r

7 9 5 - 0 1 2 1 / 6 4 7 - 1 4 8 6

M r s M i q u e a l a S a n d y

H R A s s i s t a n t

S o u t h e r n M e d i c a l C l i n i c

6 5 2 - 2 0 6 4 e x t . 3 6 7