

Marc-Adrian Polo

Accounting & Finance Associate

Personal Info

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E-mail
marcadrianpolo@gmail.com

Date of birth
1987-09-29

LinkedIn
www.linkedin.com/in/marcadrianpolo

Skills

I.T. - A+ & Network +
Computer Support
Expert

Quickbooks
Expert

Sage/Sage 50
Quantum
Advanced

Microsoft Office -
Word, Excel &
Outlook
Advanced

Google Suite/Google
Apps for Business
Advanced

Xero
Intermediate

Languages

English - IELTS
8.5/CLB 10
Native tongue

Experience

2017-09 - present
Accounting Officer
ICSC Solutions Limited - Finance

- Reconcile Bank Accounts, General & Subledgers
- Prepare and process bi-monthly, monthly payroll
- Oversee Audit process and liaise with external auditors, external accountant
- Manage petty cash
- Oversee daily hand over of cash from cash sales
- Process daily data entry for Accounts Payable & Accounts Receivable
- Prepare landed costings

2016-11 - 2017-03
Accounting Assistant
Exeqtech Limited - Finance

- Reconcile bank accounts & general ledger/AP subledger
- Prepare & tabulate monthly payroll
- Verify & scrutinize fortnightly payroll
- Liaise with vendors on payment schedules
- Prepare payment vouchers & cheques and forward for relevant signatures

2015-01 - 2016-11
Accounting Administrator
International Products Limited - Finance

- Processing of all accounting data (AP, AR etc.)
- Prepare landed costings and costings on local products
- Prepare monthly management accounts
- Prepare & present quarterly management accounts at BoD Meetings
- Balance fleet inventory weekly & oversee warehouse stock counts
- Maintain schedules for prepayments & accruals
- Prepare & forecast expenditure & income
- Prepare all bank requests: wire transfers, drafts
- Liaise with auditors and prepare files for audit
- Prepare and remit all statutory payments
- Tabulate & remit payroll fortnightly & monthly
- Tabulate & verify commission for sales staff
- Manage petty cash
- Manage human resource: prepare and update employee contracts, leave, job letters & files, recruitment
- Reconcile bank accounts, general ledger to subledger & inventory
- Prepare & file annual returns and other administrative actions

2014-10 - 2014-12
Accounting Officer
Metal Industries Company

2014-01 - 2014-10
Payroll Officer
Eve Anderson Recruitment

Education

2012-01 - present
Association of Chartered Certified Accountants (ACCA)
Level 1-Association of Chartered Certified Accountants (Via Exemptions):
Certified Accounting Technician (CAT) (2008 - 2010)

2008-01 - 2010-12
Association of Chartered Certified Accountants (ACCA) - Certified Accounting Technician (CAT)
Certified Accounting Technician (CAT) (2008 - 2010)