

AIDA Y.M.S. PEGUS

RESUME

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WORK EXPERIENCE:

Organization: Bourse Securities Limited – 1st Floor, 24 Mulchan Seuchan Road, Chaguanas

Duration: 27th Feb 2012 – Currently

Position: Accounting Officer

Responsibilities:

- Mutual Fund Accounting: Calculate the daily Net Asset Value
- Ensure the Funds are operating in compliance with the Trust Deed
- Prepare Funds Financials
- Prepare audit files and communicate with auditors during audit
- Prepare cheques and receipts
- Management of the investments balances
- Maintain the accounts receivable and accounts payables of the funds
- Accrue income and expenses accordingly
- Prepare bank reconciliations
- Maintain client accounts
- Update client subscriptions and redemptions
- Currently an active member of the Bourse Securities Ltd OSH Committee

Organization: Southern Technology Limited/800-TECH

Duration: 1st Nov 2010 – 24th Feb 2012

Position: Administrative Assistant

Responsibilities:

- Organize office operations and procedures
- Prepare time sheets
- Maintain office records

- Maintain office efficiency

Organization: ZAM Industries Ltd

Duration: May 2009 to September 2009

Position: Office Manager

Responsibilities:

- Design and implement office policies
- Establish standards and procedures
- Organize office operations and procedures
- Supervise office staff
- Prepare time sheets
- Maintain office records
- Maintain office efficiency

Organization: Ministry of Agriculture, Land and Marine Resource – National Reforestation and Watershed Rehabilitation Programme with the Self Help Community Council

Duration: January 2008 to November 2008

Position: Payroll Clerk

Responsibilities:

- Prepare payroll
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records

EDUCATION:

- [2006-2010] University of the West Indies, St. Augustine
- [1999 – 2006] Vessigny Government Secondary
- [1992 – 1999] Point Fortin Anglican Primary

SUMMARY OF QUALIFICATIONS:

[2006 –2010]

University of the West Indies, St. Augustine

- Major: BSC Economics
- Minor: Accounting

[2004 – 2006]

Vessigny Government Secondary – Form 6 (CAPE)

- Economics
- Accounting
- Management Of Business
- Communication Studies
- Caribbean Studies