

Alicia Onester Charles

Maracus St. Joseph

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Date Of Birth: March 2nd, 1990

PERSONAL NOTE:

To obtain further work experience in the field of business and accounting so that I can effectively utilize the skills and knowledge acquired. I am confident in my ability to make a significant contribution to your organization. My passion is Mathematics, Finances and figures and I believe that I can be very essential and efficient to your company if given the opportunity. I am a fast learner, great communicator, very reliable, ambitious and focused.

WORK EXPERIENCE:

ROIMEX LIMITED – Accounting Company specializing in Financial Accounting.
September 2014 – February 2017

Accounting Technician

- Assisting in the preparation of accounts for clients
- Book Keeping and filing of documents
- Handling clients expenses and payroll systems that pay wages and salaries
- Completing and submitting tax & VAT Returns, National Insurance and BIR payments for clients
- Preparing and checking ledger balances and other monthly and yearly accounts
- Preparing of Financial Statements
- Doing all of the above using the computerized system

TRINIDAD & TOBAGO SAILING ASSOCIATION – Yachting Membership Club
November 2013 – September 2014

Accounts Clerk

- Maintaining accounting records by making copies and filing documents.
- Entering the company's sales and income information onto Peachtree.
- Reconciling bank statements by comparing statements with general ledger.
- Entering information (sales, expenses and bank statements) into Peachtree and processing backups.
- Writing cheques and ensuring signatories sign.
- Ensuring cheques are distributed within the time frame given.

EAST CARIBBEAN INDUSTRIES LTD – Specializing in manufacturing & sale of clothing

April 2011 to March 2013

Administrative Assistant

Duties:

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- File and retrieve corporate documents, records, and reports
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Provides information by answering questions and requests.
- Completes operational requirements by scheduling and assigning administrative projects, expediting work results.

Sales Representative (Acting)

Duties:

- Present and sell company products and services to current and potential clients.
- Follow up on new leads and referrals resulting from field activity.
- Identify sales prospects and contact these and other accounts as assigned.
- Develop and maintain sales materials and current product knowledge.
- Establish and maintain current client and potential client relationships.
- Prepare paperwork to activate and maintain contract services
- Identify and resolve client concerns.
- Coordinate company staff to accomplish the work required to close sales.
- Follow-up for collection of payment.
- Other duties as assigned.

EDUCATION:

Tertiary:

January 2010 to 2013 – Institute Of Training And Development
122-124 Frederick Street, Port-of-Spain, Trinidad

Diploma In Business Management

Training course:

February - March 2015 - Administrative Career Training Institute
Market Street, Chaguanas, Trinidad and Tobago

Accounting, Payroll and Taxation – A+

January 2012 – March 2012 - Forde College
101 Cor. Queen & Abercromby Street, Port Of Spain , Trinidad

Peachtree Accounting Course - B+

September 2011 – November 2011 – Upper Level Educational Institution
23-24 Mulchan Seuchan Road, Trinidad

Computer Literacy - A+

Secondary:

2002 to 2007 – South East Port Of Spain Secondary School
25 Nelson Street, Port Of Spain Trinidad

CXC Ordinary Level Examinations

Maths	Grade 3
English	Grade 2
Principles Of Business	Grade 2
Principles Of Accounts	Grade 3

HOBBIES:

Travelling, Writing

REFERENCES:

- **Lauren Kokeran - Seepersad**
Administrative Personnel
East Caribbean Industries Limited
(868) 792-0230
- **Fidel Guerra**
Inventory/Administrative Officer
Winsys Limited
(868) 624-7624