

Parveen Pierre

16A La Finette Road, Paramin, Maraval

Telephone: 868-629-2676 **Mobile:** 868-749-1639 **E-mail:** parv.pierre@gmail.com

Office Management Professional with over 9 years of experience in start-up and established organizations.

CORE COMPETENCIES

People Management
Events Planning
Employee Relations

Office Management
Accounts Payable Management
Accounts Receivable Management

New Hire Documentation
Payroll
Policy & Procedure Development

PROFESSIONAL EXPERIENCE

General Manager/Staff Accountant
AAC Enterprises & Transport Ltd.

Mar 2008 – Present

- Responsible for day to day management and operations of the office
- Performed all accounts payable tasks within using Peachtree's Accounting System including recording all payments and invoices, bank reconciliations, journal entries, monitoring of prepaid and accrual expense accounts
- Provided support by phone and email to vendors and clients regarding payment inquiries. Inquiries typically involved researching missed payment inquiries, lost cheques, and fee changes on orders
- Manually record fee adjustments on orders in the company system
- Data Entry using MS Office mainly Word & Excel
- Responsibility for the preparation of all salaries and appropriate report
- Responsible for accuracy in invoicing, payables and receivables
- Record and reconciled all employee expenses
- Provided monthly financial reporting when needed
- Preparation of Customs Documents on ASYCUDA system
- Clearance and Delivery of Cargo for clients
- Responding to all internal and external communications i.e., emails, telephone, mail
- Responsible for preparation and execution of correspondence that require authorization from various Ministries, Customs' departments and other relevant authorities
- Making appointments on NAVIS system
- Provide customer service in a courteous manner while being tactful and exercising good judgment.
- Perform other administrative duties as required

Travel Agent
Shanti's Travel Service

Nov 2006 – Dec 2007

- Booking of tickets for clients via telephone or walk ins
- Preparation of Invoices
- Responsible for Banking transactions namely deposits
- Answering of phone calls and other reception duties

Accounts Assistant
Dollar Valu Accounts Department

Aug 2006 – Oct 2006

- Created and distributed invoices to clients
- Followed up with clients regarding past due receivables
- Calling suppliers to notify them that a payment is ready
- Filing and Data Entry

Cashier
Curry King Restaurant

Jun 2006 – Jul 2006

Cashier / Bartender (part time)
Angostura Special Events

Jan 2008 – Dec 2010

OTHER SKILLS/QUALIFICATIONS:

- Strong management and administrative professional
- Excellent written and verbal communication skills
- Proficient in Microsoft Office - Word, Excel, PowerPoint, Outlook
- Data entry and management
- Capable of using Peachtree Accounting Programme
- Team player that also works well individually
- Punctual and Reliable individual
- Multi-task in a busy environment and work well under pressure
- Human Resources
- Capable of using Customs' online system namely ASYCUDA and Port Authority's online system namely NAVIS

EDUCATION/TRAINING/OTHER QUALIFICATIONS

- Currently pursuing Diploma in General Management (*Completion Jun 2018*)
UWI School of Business and Applied Studies Limited trading as ROYTEC
- ABE Certificate in Business Management (*In Progress*)
School of Business and Computer Science
- Customs Clerk (*Apprentice - 2008*)
Custom Brokers Board of Trinidad & Tobago
- CXC / CSEC O' LEVELS – (*5 passes*)
Providence Girls' Catholic High School

References available upon request

REFERENCES

- Mr Earl Brown B.Sc , MBA
Lecturer / Practicum Advisor
Email :- earl.browne@roytec.edu
- Mr Dwayne Gibson
Project Management Lecturer
Email :- dwayne_gibson@hotmail.com