

ANDREA BRIGDEWATER

Contact: (868) 273-8976

PERSONAL INFORMATION

Date of Birth: 11th March, 1989

Gender: Female

Address: 25 Sheriff Street, Tunapuna

Contact: 868- 273-8976

Email: bridgewater.andrea@hotmail.com

Drivers Permit # : 92015219

Objective: To provide exceptional service to a company that strives for excellence by using my strengths, skills and work ethics learned thus far as I enhance along the way.

WORK EXPERIENCE

Go 4 Less Limited

February 2014 – November 2017

Accountant /Executive Assistant to Director

Reporting Systems and Solutions

Responsible as a last point of control for all transactions processed daily while maintaining accounts receivables, monitoring account payables are up to date and generating all daily and month end reports and resolving any discrepancies which may take place in both office locations.

Duties include but not limited to;

- Ensuring all agents adhere to control processes
- Posting of receipts and invoices in Travel accounting software (Travcom CS)
- Follow up and organize collections of outstanding accounts receivables
- Preparation of cheques and wire transfers for vendors
- Daily reconciliation of invoices, receipts and purchase orders
- Daily receipt, sales, receivables and commission report
- Reconciliation of credit card statement
- Preparation of daily deposits
- Preparation of payment to vendors via cheques and wire transfers
- Preparation of cash and cheque payment vouchers
- Daily data entry of all accounting activities into Accounting Edge (formerly known as MYOB)
- Handling of all client queries and retrieval of account information
- Petty cash management and reconciliation
- Preparation of VAT, Green fund levy & Business levy
- Filing of all transactional documents
- Diagnosing & resolving hardware & software problems throughout the both offices.
- Managing & configuring Cisco PBX through Cisco Administrator.
- Creating & maintaining email profile for users (Outlook)
- Ordering & maintaining office stationery and equipment

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WORK EXPERIENCE CON'T

Inktech Services Limited

April 2011 – January 2014

Office Clerk / Counter Attendant

Responsible for overall store in absence of owner.

Duties include but not limited to;

- Refilling of cartridges
- Repairs and maintenance of PC's and Printers both in-house and on field.
- Clerical Duties (filing, book-keeping) data entry etc.)
- Maintenance of charge accounts
- Daily sales deposits
- NIS & Health Surcharge preparations
- Inventory / Stock Taking
- Responding to inquiries via email / telephone
- Updating customer and product data as well as customer's issues.
- Photocopying, binding, laminating

Executive Marketing- Copy Shop Centre

March 2010- April 2011

Typist / Graphic Artist

Responsible for all typing and graphic jobs while providing excellent service to all customers.

Duties include but not limited to;

- Typing for awaiting customers.
- Creating of Letterheads, call cards etc..... for clients
- Photocopying, Bookbinding, laminating and faxing.
- Ensuring all work is met at its deadline date.
- Telephone Operator

Tru Valu Supermarket

2009

Cashier

Responsible for balancing all items entered on the cash register system daily.

- Ensure all customer sales were rung up efficiently and correctly in a fast paced environment.
- Maintain a high level of store product and pricing knowledge.
- Calculate daily sales.

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EDUCATION:

College of Science Technology and Applied Arts of Trinidad and Tobago 2017 – Present
Information Systems Development – Associates Degree

School of Business and Computer Science 2013
Fundamental of Computer Repairs – Certificate

Self-Taught - C.X.C O' level Subjects 2013
Office Administration GRADE I
Principles of Accounts GRADE III

St. Joseph College - 2004 - 2006

English GRADE III
Mathematics GRADE III

KEY STRENGTHS / ATTRIBUTES

- IT Skills
- Microsoft Office Proficient (7 years)
- Knowledge of various accounting systems (Peachtree, MYOB. Microsoft Dynamics, Quickbooks)
- PC hardware, & peripherals
- Typing speed 65+ wpm
- Reporting skills
- Knowledge and experienced in adobe Photoshop
- Reliable and confidential
- Multitasking & prioritizing
- Impeccable telephone etiquette
- Critical thinking
- High standard of professionalism and confidentiality
- Good oral and communication skills
- Versatility to work independently or as part of a team
- Great multitasking skills
- Impeccable customer service etiquette

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- Great time management
- Ability to work with minimum supervision just as well as part of a team

REFERENCES

Available upon request.