

*Janyneal Paul*

*#61b Karamath Street El Dorado Road El Dorado*

*Cell: 868-764-2181 | 868-338-5948*

*janynealpaul@yahoo.com*

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## **Profile**

*To become aligned with and promote an organization with clean, strategic policies, strong customer based and focused so that I can strive toward long term loyalty and commitment as well as professional and personal development and growth.*

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## **Education**

Enrolled      **School of Practical Accounting**  
*Certificate in Junior Accounting*

2007- 2008      **College of Professional Studies**  
*CXC English and Office Administration*

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## **Professional Training**

2009      **School of Practical Accounting**  
*30 hour HSE Industry*

2010      **School of Business and Computer Science**  
*Professional Certificate in Office Administration*

2011      **Emergency Solution**  
*First Aid and CPR*

2011      **Laventille Technical Institute**  
*Computer Literacy*

2012      **Sital**  
*Certificate in Text Production*  
*Certificate in English for Business*

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## Key Skills

*Good written and verbal communication.*  
*Computers and Software: MSWord, PowerPoint, and Excel.*  
*Advanced customer service*  
*Knowledge of office equipment*  
*Proficient data entry skills*

*Expert office skills*  
*Strong filing ability*  
*Excellent use of multi-line telephone*

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## Experience

Presently

### ***Caribbean Dockyard & Engineering Services Limited***

#### ***Stores Administrator***

- Supporting the day to day administrative and clerical functions of Stores and Inventory Department.
- Conducting necessary follow up with suppliers in order to ensure compliance with procedures/policies as outlined in QMS and maintenance of Approved Supplies listing.
- Assisting with writing of Purchase Orders as directed/ required and ensuring that same are approved by authority.
- Requesting and ensuring the receipt of suppliers quotation and outstanding invoices for all open Purchase Orders.
- Ensuring all Purchase Order generated and Supplier Invoices reach Accounting department in a timely manner.
- Assisting with Inventory Receiving Reports.
- Performs all such other work related duties as and when assigned/directed.
- Assistance with compilation of reports, briefs/ packages and other documents as and when requested/ directed.
- Assist with ensuring the Department's compliance with the relevant ISO QMS system procedures and Key Performance Indicators thereof.
- Ensuring that the reception station is staffed in the absence of the receptionist.
- 100% accuracy in performing data-entry and relevant activities.
- Timely preparation of documents as and when required.
- Proper maintenance of filing and records at all relevant times.

May 2013 to December 2013

***CLX Health and Fitness Centre Ltd.***

***Front Desk Clerk/ Reception***

- Registration of new members
- Checking in and renewing membership
- Liaising with the public via telephone and on a one to one basis.
- Filing Registration forms
- Bookings member for classes
- Checking and balancing stock after shift
- Reordering stock
- Balancing cash after shift

January 2012 to May 2012

***Oscar Francois Limited***

***Data Entry Clerk/Billing Department***

- Compare prices on purchase orders from key accounts and identify differences with the system prices.
- Delete items with price discrepancies.
- Alert Billing Supervisor of any missing Purchase orders or Fulfillment orders
- Ensure all key account orders are logged and signed off as having been check and delivered
- Check copies of logs against originals to ensure all pages are returned
- Ensure the GP orders are received for all faxed purchase orders
- Ensure all purchase orders are received on time
- Record all incoming Purchase orders and ensure traceability to picking personnel
- Enter GP transaction for all transfer to other sites
- Processing of Daily and Monthly reports

September 2011 to January 2012

***Warehouse Attendant***

- Picking of orders.
- Updating bin cards.
- Entering goods into picking stock.

December 2008 to February 2011

***Ministry of Works and Transport, Project Management Unit, Programme for Upgrading Roads Efficiency***

***Clerical Assistant***

- Liaising with the public via telephone and on a one to one basis.
- Assist technical staff with typing of various documents using MS Word and Excel.
- Operating basic office machines such using the fax, photocopying, scanner, binding etc.
- Maintaining proper records keeping – Incoming and outgoing correspondence.
- File maintenance – Opening and closing files, folioing documents, etc.

January 2006 to April 2006

***Micles***

**Cashier/Sales Clerk**

- Requisitioning goods
- Stocking Inventory
- Customer Service

August 2005 – January 2006

**Scarborough Drugs**

- Cashier

