

# TAMEEKA LEZAMA

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18 CONSTABULARY STREET CARENAGE • C: 385-3397 • tameekalezama@gmail.com

**OBJECTIVE:** To work within an organization which encourages team work and allows me the opportunity to use my initiative in getting the job done.

**EDUCATION:** **SCHOOL OF BUSINESS AND COMPUTER SCIENCE**

**At Present**

**Foundations in Accountancy (FIA)**

**Intermediate Certificate in Financial and Management Accounting**

Maintaining Financial Records

Managing Costs & Finance

**Introductory Certificate in Financial and Management Accounting**

Recording Financial Transactions

Management Information

**CTS COLLEGE OF BUSINESS AND COMPUTER SCIENCE**

**Association of Business Executive**

**Certificate Level 2008-2009**

Introduction to Business	C
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Introduction to Quantitative Method	A
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Introduction to Accounting	B
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Introduction to Business Communication	B
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**MUCURAPO SENIOR COMPREHENSIVE SCHOOL 2000-2003**

**CXC O'LEVELS**

English A	II
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Principles of Accounts	III
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Principles of Business	II
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Caribbean History	II
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Spanish	III
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Mathematics (2008)	III
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**WORK EXPERIENCE:**    **May 2005-June 2007**  
**Clerical Assistant (Tax Consultant)**  
**Leo Alleng and Associates**

**Duties and Responsibilities:**

- Worked under the general supervision of the Assistant Accountant
- Opened and closed office.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Ordered and maintained office supplies.
- Billed and received payments from clients.
- Paid bills and deposited cheques.
- Made payments for and on behalf of clients to government offices.

**January 2008-January 2009**  
**Clerical Assistant to the Clerk III**  
**On the Job Training: Tabaquite Secondary School**

**Duties and Responsibilities:**

Worked under the general supervision of the Clerk III and assisting in duties.

- Opened/closed Administration Office and distributed keys to various rooms and departments.
- Answered and quickly directed telephone calls to departments and staff
- Opened and properly distributed mail.
- Assisted in the preparation and the distribution of letters, memos and notices.
- Assisted and filing, faxing and photocopying.
- Screened all visitors and made appointments
- Monitored and maintained inventory levels, prepared and processed purchasing orders as required, tracked orders and investigated problems.
- Recorded purchases, maintained database, performed physical count of inventory, and reconciled actual stock count to computer-generated reports.
- Received, unpacked and replenished shelves.
- Assisted senior staff members in other task and duties.

**December 2009-July 2016**

**Stores Clerk**

**The John Hayes Memorial Kidney Foundation**

**Duties and Responsibilities:**

- Monitored and maintained inventory levels, prepared and processed purchasing orders as required, tracked orders and investigated problems.
- Recorded purchases, maintained database, performed physical count of inventory, and reconciled actual stock count to computer-generated reports.
- Received, unpacked and replenished shelves.
- Processed and approved invoices pertaining to medical supplies for payment.
- Processed and documented returns as required following established procedures.
- Performed routine clerical duties, which included data entry, screening all telephone calls and letters, scheduling all appointments, typing, filing and photocopying.
- Served as cashier and handled all cash and cash-related payments.
- Managed the Petty Cash
- Performs miscellaneous job-related duties.

**REFERENCES:**

Mrs. Joyce Riley  
The John Hayes Memorial Kidney Foundation  
Trustee  
+1(832) 289 8225

Ms. Cynthia Benn  
The John Hayes Memorial Kidney Foundation  
Trustee/General Manager  
1(868) 360-1003

Ms. Sherry Ann Boodram  
Tabaquite Composite School  
Acting Principal  
1(868) 636-2641

Mr. Harold Telesford  
Carenage Boys' Government Primary School  
Teacher  
1(868) 475-0157

