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**Anna Jalsa**

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Ragoonath Street, Kelly Village, Caroni. Trinidad West Indies.  
(868) 784-0364 [annajalsa@gmail.com](mailto:annajalsa@gmail.com)

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**Professional Summary**

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- Dedicated and technically skilled professional with a versatile skill set developed through experience in varying sectors.
  - Readily adapts to change, works independently and exceeds expectations.
  - Able to undertake multiple priorities and meet tight deadlines without compromising
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**Key Skills**

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|--|-----------------------------|
| • Office Management                    | • Meeting & Event Planning  |
| • Report & Document Preparation        | • Inventory Management      |
| • MS Windows proficient                | • Data entry                |
| • Spreadsheet & Template Creation      | • Document scanning         |
| • Accounts Payable/Receivable          | • Detail oriented           |
| • Proficient in cash management        | • Internet research         |
| • Records Management                   | • Strong client relations   |
| • Excellent multi-tasking ability      | • Organizational skills     |
| • Payroll preparation and distribution | • Good communication skills |
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**Professional experience**

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**First Citizens Bank Ltd from 1990 - 1998;**

Bank Teller;  
Bank Teller (Foreign Exchange);  
Customer Service Rep.;  
Loans Disbursement Officer;

- Organized, stocked and maintained the teller window area.
- Executed customer transactions, including deposits, withdrawals and cheques.
- Rapidly and efficiently prepared customer and ATM cash and change orders.
- Processed exchange and foreign currency.

- Opened new customer accounts including chequing, savings and fixed deposits.
- Sold cashier's cheques, traveler's cheques and foreign currency.
- Executed wire transfers, stop payments and account transfers.
- Answered telephone inquiries on banking products including chequing, savings, loans and lines of credit.
- Processed all necessary documentation for disbursement of loans.
- Maintained friendly and professional customer interactions.

**Jalsa & Associates on a part time basis;**

Data Entry

- Entered numerical data into databases in a timely and accurate manner.

**Jalco Solutions Ltd from 2005 - 2013;**

**NexGen Project Management and Construction from 2013 – 2016;**

Office Manager / Administrator (for both companies)

- Managed the daily office operations.
- Prepared and kept organized documentation of all quotations, purchase orders, invoices and delivery notes.
- Managed inventory and office supply stocks.
- Liaised with vendors to order and maintain inventory of office supplies and other necessary purchases.
- Managed the day-to-day processing of payroll including review of timesheets and computing of respective salary deductions.
- Prepared and distributed payroll.

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**Education**

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Formal Secondary Education with full CXC (1989) certificate as follows: -

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|---------------------------|-------------------|
| • English -               | General Grade I   |
| • Mathematics -           | General Grade II  |
| • Principal of Accounts - | General Grade I   |
| • Principal of Business - | General Grade II  |
| • Social Studies -        | General Grade II  |
| • Typewriting -           | General Grade II  |
| • Office Procedures -     | General Grade III |

Computer Literacy in Microsoft Word;

Working Knowledge of Microsoft Excel, Access, Publisher, Powerpoint and Peachtree;

Formal training through First Citizens Bank, in Customer Relations and Telephone Etiquette;

## **Other**

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**St. Helena Presbyterian Church Local Board from 2008 – 2015;**

**Curepe Presbyterian Primary School – PTA Executive from 2013 – 2014;**

Secretary (for both)

- Planned and coordinated meetings and fund-raising events.
  - Recorded and prepared minutes of meetings.
  - Prepared annual reports.
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## **Personal Information**

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Date of Birth: – 01 June, 1972;

Marital Status: – Married;

Children: – Boys (2) Girls (2);

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## **PERSONAL INTERESTS**

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Cooking and Reading.

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## **References**

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Mr. Ron Seeram: - 287 0575

Ms. Kathleen Bujhawan: - 742 0882

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