

Curriculum Vitae

Ms. Sheena Ali

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Education

And Qualifications:

Master of Science (MSc): Global Studies (Distinction)- The University of the West Indies, St. Augustine (2015-2017)- Thesis to be completed by August 2017

Bachelor of Science (BSc): International Relations (Special) minor in Social Development Policy and Planning (Upper Second Class Honours) – The University of the West Indies, St. Augustine (2012-2015)

Policy Instruments for Low Emissions Development: From Design to Implementation (EInstitute for Development) World Bank (September 02, 2015 to September 23, 2015)

Golden Growth: The European Economic Model (EInstitute for Development) World Bank (March 02, 2015 to March 27, 2015)

Frontiers in Development Policy (EInstitute for Development) World Bank (February 16, 2015 to March 13, 2015)

Policies in Growth (EInstitute for Development) World Bank (January 11, 2015 to February 06, 2015)

Disaster Risk Management (EInstitute for Development) World Bank (January 27, 2015 to February 18, 2015)

Certificate of completion in M&E Fundamentals- USAID and Measure Evaluation (online course) January 09, 2015

Management in Health (EInstitute for Development) World Bank March 19, 2014 to April 30, 2014.

Trade in Services and Liberalization (EInstitute for Development) World Bank March 31, 2014 to April 25, 2014

Skills Enhancement for Public Health: *Skills Online* program
Public Health Agency of Canada- Certificate in Introduction to
Public Health (July 2013)

Skills Enhancement for Public Health: *Skills Online* program
Public Health Agency of Canada- Certificate in Introduction to
Literature Searching (July 2013)

MCOS Certified in Microsoft Access 2010 (April 2013)

MS Project 2007- Borderlink Resources [May 2009 to July 2009]-
Certification from Microsoft - MCTS (Microsoft Certified
Training Specialist)

- Exam to be written

ACCA Post Graduate Diploma in Financial Management
(DipFM)- Arthur Lok Jack Graduate School of Business [July
2008- July 2009]- Final project to be completed

PMP ® Certification [Exams to be written 2017]

AUTOCAD Level 1 at Central Technology Centre (CTC) in
Montrose, Chaguanas.

AUTOCAD Level 2 at CTC, Montrose (23rd September, 2007-
28th October, 2007)

Certificate in Human Resource Management from Academy of
Tertiary Studies (A.T.S) [August 2007]

2003- 2007

UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE.

Degree Option: Bsc. General (Incomplete)

Agribusiness Management (major)

Environmental and Natural Resource Management (minor)

HOLY FAITH CONVENT, COUVA.

Successful at C.X.C exams. Number of subjects written: 9

Number of C.X.C subjects: 8

Number of GCE O Level: 1

HOLY FAITH CONVENT, COUVA. 2001-2003

4 GCE A' Levels

Training and Workshops: Government Sub-Accounting Unit Systems and Processes –

Ministry of Finance (2016)
Business Process/ Change Management- KPMG (2015)

IhRIS- Workforce Administration & Query Mgmt – IhRIS
(2014)

Note Taker for Tribunal Workshop- Service Commission
Department (April 2013)

Work Ethics and Professionalism in the Workplace (July 2012)

Effective Business Writing Workshop (June 2012)

IhRIS- Recruit Workforce (2012)

Registry Procedures (2011)

Employment:

Judiciary of Trinidad and Tobago (April 2016 to present)

Accounting Assistant (Ag)- **Family Court of Trinidad and Tobago
(May 2017 - present)**

Duties Include but not restricted to:

- (1) Supervision of Cashiers and Counter Clerks
- (2) Opens vault and provides cashiers with float daily
- (3) Preparation of daily and monthly reports for Maintenance (Magistrates' Court) and Revenue (High Court)
- (4) Balances Maintenance and Revenue Daily and verify against Till Book
- (5) Prepares letters for requests of funds disbursement to the Trinidad and Tobago Unit Trust Corporation (UTC)
- (6) Collects cheques from UTC
- (7) Enters UTC receipts on JEMS
- (8) Deposits revenue and changes cheques
- (9) Ensures calculations are accurate and accounting procedures are in keeping with the Audit and Exchequer Act as well as the Financial Regulations
- (10) Prepares Schedule of Accounts, letters of request and Other Charges Vouchers for Prison Returns
- (11) Maintains vote book for prison returns
- (12) Returns incorrect and stale dated cheques for reissue
- (13) Maintains relationship with internal and external stakeholders
- (14) Acts as cashier if short staffed/ as needed
- (15) Responds to queries
- (16) Liaises with internal and external stakeholders

Clerk II (Ag.)- Directorate of Finance and Accounts (April 2016- May 2017) – Vote Book

Duties include but not restricted to:

- (1) Computerization of Schedule of Accounts
- (2) Preparation of Expenditure Statement (Monthly)
- (3) Processing of payments for suppliers
- (4) Preparation and processing of rent paysheet
- (5) Maintenance of rent register
- (6) Ensuring accurate calculations of expenditure, uncommitted balance and ending balances as well as VAT and totals on invoices
- (7) Maintenance of vote book
- (8) Preparation of Invoice Orders
- (9) Maintenance of paid invoices database
- (10) Payment of Subsistence for Contract and Judicial Officers
- (11) Verification of invoices' calculations, invoice orders and approvals for payments
- (12) Maintains relationship with internal and external stakeholders
- (13) Preparation of Deposit Vouchers
- (14) Preparation of Vouchers to redeposit cheques with errors
- (15) Preparation of paysheet for Remuneration to members of Cabinet Appointed Committees (Liquor License Committee)
- (16) Balance commitments quarterly
- (17) Preparation of Schedule of Accounts for Notification of Credit
- (18) Preparation of Adjustment Schedules
- (19) Respond to queries
- (20) Prepare schedule and enter Notification of Credits (NOCs)
- (21) Enter all virements and transfers of funds in vote book

Ministry of Health- [March 2008- April 2016]

Temp. Clerk 1- Accounts Division- Reconciliation Section

In charge of Reconciling and submitting P.A.Y.E., B.I.R. and Garnishee cheques

Human Resource Management Department-

(1) Administrative, Clerical & Subordinate

(2) Nursing Section

Duties Include but not restricted to:-

- (1) Preparation and processing of all vacation leave and extended sick leave for District Nurses, Community Health Nurses, Head Nurses, Nursing Supervisors, District Health Visitors, Count Health Visitors
- (2) Preparation and processing of all acting arrangements to be made on the schedule

- (3) Transferring of senior nursing staff to the respective Regional Health Authority (V.S.E.P Initiative)
- (4) Updating Establishments for senior nursing officers- inclusive of transfers and abolition of posts
- (5) Preparation and processing of secondment of senior nursing officers
- (6) Submit all necessary documents, acting arrangements and recommendations for promotion arrangements to the Service Commission Department
- (7) Completion of various projects and research papers (as needed)
- (8) Research and Preparation of Departmental Notes to the Permanent Secretary

(3) Contract Employment Unit (2009 to April 2016)

Duties Include but not restricted to:-

- (1) Research, compilation and submission of work plans, achievement reports, work flows and organizational charts for Six Year Contract Employment Plan
- (2) Liaison with internal and external stakeholders
- (3) Submission budget estimates annually
- (4) Submission of reports to Comptroller of Accounts re: Contract payable annually
- (5) Short listing of Applications to be interviewed
- (6) Organization of Interviews
- (7) Preparation of Packages for panellists for interviews
- (8) Preparation of reports from panellist
- (9) Establishment and maintenance of Performance Management System
- (10) Computation of Gratuity for Contract Staff- Local and Foreign
- (11) Establishment and Maintenance of Foreign Health Care Professionals database
- (12) All Human Resource activities dealing with contract staff both **local and foreign** which includes processing sick leave, vacation leave, job letters etc.
- (13) Request for employment for persons on short term engagements
- (14) Preparation and maintenance of short term establishment
- (15) Preparation and maintenance of memorandum and spreadsheet to Comptroller of Accounts for preparation of manual paysheets
- (16) Preparation of Return of Personnel for monthly paid staff and short term contract employees

- (17) Preparation of Ministerial Notes and Minutes for Employment and Terms and Conditions of employment, on contract, of contract staff
- (18) Request for temporary salaries for new contract employees
- (19) Research and preparation of request for terms and conditions of employment for contract staff from CPO
- (20) Prepares various HR reports as and when required
- (21) Prepares and reviews job descriptions, specifications and performance standards
- (22) Updates all establishments/employee databases, salary spreadsheets, organizational charts and other HR records and generates statistical reports in an accurate and timely manner.

Tenders Manager/Accounts Clerk & Project Scheduler & Co-ordinator at Central General Engineering and Maintenance Limited (Cengem Ltd.) [July 2007- March 2008]

Responsibilities include but not restricted to:-

- Preparation of Tender documents
- Meeting deadlines for tenders
- Preparing reconciliations, as well as receivables and invoices (Use of Peachtree accounting, Quick Pay and Quick Books)
- Liaising with managing directors and clients
- Collection of data and generation of weekly, monthly and yearly reports/ or as required
- Evaluating proposals
- Initiate and maintain business relationships with foreign and local suppliers and consumers
- Project Scheduling and Co-ordination
- Drafting and execution of contracts with various clientele
- Review and analyse status reports submitted by the Project Manager
- Monitor Project allocation funds and disbursement to sub contractors, suppliers and employees
- Ensures all Company benefits are administered and processed
- Oversees the administration of the Performance Management System

Business Administrator & Project Scheduler and Co-ordinator (Blue Jays Construction)

(January 2005- July 2007)

Responsibilities include but not restricted to:-

- Recruitment of new members of staff
- Expanding and diversifying work environment
- Providing ambient work conditions for employees

- Conduct project appraisals
- Collection of data and generation of weekly, monthly and yearly reports/ or as required
- Project Scheduling & Co-ordination
- Expand Company's Clientele
- Liaison between Local Government/ new clients and the company
- Drafting and execution of contracts with various clientele
- Review and analyse status reports submitted by the Project Manager
- Monitor Project allocation funds and disbursement to sub contractors, suppliers and employees

Acting Human Resource Manager (Blue Jays Construction)

(June 2003 – June 2004)

Responsibilities include but not restricted to:-

- Supervision of a staff of fifteen
- Conducting both project and job appraisals
- Collection of data and generation of weekly, monthly and yearly reports/ or as required
- Recruitment of staff
- Planning of seminars for personal growth and development of employees
- Liaising with both staff and senior members to allow for an amiable and effective working environment.
- Drafting and execution of contracts with various clientele

Acting Business Administrator & Senior Project Scheduler & Controller (Blue Jays Construction)

(July 2004- December 2004)

Responsibilities include but not restricted to:-

- Delegating responsibilities to member of staff
- Conducting meetings and appraisals of members of staff
- Selection of particular projects to undertake/ Evaluation of proposals [Tenders]
- Generation of financial reports
- Collection of data and generation of weekly, monthly and yearly reports/ or as required
- Approval of pay cheques
- Project Scheduling & Co-ordinating
- Drafting and execution of contracts with various clientele
- Preparation of Project Proposals
- Compile and analyze data on projects and submit status reports

- Monitor Project allocation funds and disbursement to sub contractors, suppliers and employees

Part time lecturer

College of Business and Academic Studies (September 2005 to May 2006)

Subjects taught:

- Principle of Accounts
- Mathematics
- Human and Social Biology
- Physics (C.X.C and A LEVELS)
- Additional Mathematics

Central Technology Centre (C.T.C) [January 2006 – May 2006]

Courses taught: Computer Literacy (Basic and Advanced)
Computer Graphics (Corel Draw and Adobe Photoshop)

Clerical assistant (Internship) at the (C.T.T.R.C) COUVA/ TABAQUITE/
TALPARO Regional Corporation (June 2005- August 2005)

Student assistant (part-time) at the University of the West Indies, St. Augustine- supervisor of the Student Activity Center (S.A.C) games room (September 2004 – May 2005)

Summer 2003: teacher at the **St. Mary's Tuition Center**

Subjects taught: Spanish (forms 1-5)
English language (form 3 &4)
Social Studies (form 1,2 &4)

Volunteer experience

Volunteer member of PMISCC Membership Committee (2016 to present)

Amnesty International Decoder (2016)

Selected to co-write article for IFAIR LACalytics Programme (2016)- Topic: Trade in Services in Tourism, the Blind Spot of the CARIFORUM-EU EPA Agreement –

Selected to attend LACalytics Conference from October 22-25, 2016, Hamburg, Germany

UN Online Volunteer: -

(1) Blog writer for Urunji (Africa) (2015)

(2) Research of possible partners and draft proposals- Precious Pearls (Africa) (2015)

(3) Rabab Cancer Foundation- Development of research design and Volunteer Policy re: Volunteer Selection for cancer patient caregiving in Lebanon (2017)

Volunteer Research Member of Project Management Institute Summer 2002

Volunteer teacher with Sixth Form Association of Trinidad and Tobago (S.F.A.T.T.)

Hobbies

Reading, swimming, hiking.

Affiliations

Project Management Institute (PMI)- Member/ Research Volunteer

AutoDESK (Student member)

ACCA- (Student Member)

References

Kamal Ramsawak

Education Officer T. 1

Reg. No.: 34248

Freeport Hindu School.

Contact number: 673-2116

Dr. Adelle Chin

County Medical Officer of Health

Ministry of Health

Contact number: 755-7575

Dr. Avery Hinds

Senior Technical Officer, Communicable Diseases and
Emergency Responses,

CARPHA

Contact # : 795-7111