

Jenene David	Contact
Date of birth : 17 July 1992	Tel : 868.658.0769
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Address
No : 8, Ferrari Avenue, Harmony Hall, Marabella

Profile
<p>Professional and hard working individual, who works well in a challenging, fast paced and deadline oriented environment, individually or as part of a team. Proficient in the Microsoft Office Operations and competent in administrative support and client and employee relations. Knowledgeable in the preparation and presentation of accounts related document with a specific focus on consistent quality work while performing the daily operations of corporate culture.</p>

Key Skills			
Proficient and familiar with a vast array of office management, secretarial and customer services duties:			
Customer Service Representation Teller services: Customer/Foreign Trade	Legal Preparations: Mortgage Bill of Sale, Loans, Leases, Invoices & Reports	Management: Office, Records Database & Administration	Secretarial: Reception, Executive Support, Calendaring, Other Office Duties.

Education
<div>2012</div> <div> The University of the West Indies, Open Campus (Marabella) Certificate in VAT & Taxation </div> <div> The School of Business and Computer Science Foundations in Accountancy (FIA) Introductory Certificate Management Accounting (MA1) Intermediate Certificate Financial Accounting (FA2) Management Accounting (MA2) </div>

2010 to 2011 **The School of Business and Computer Science**
Certified Accounting Technician (T1) known as (FA1)

2007 to 2009 **Pleasantville Senior Comprehensive School (CXC)**

Caribbean Examination Council

Office Administration	I
EDPM/Typing	I
Principles of Business	II
Principles of Accounts	II
Information Technology	II
Mathematics	III
English Language	III

Work Experience

Promise Catering Services	Part Time Job
Waitress	January 2008 to Present

- ü Provided professional waitressing and catering services functioning as a team;

Republic Bank Limited (Couva)	Internship
Youthlink Apprenticeship Programme Trainee	October 2009 to April 2010

- ü Preparation of Loans and other financial documents;
- ü Customer Service Representative at the Customer Service, Teller and Foreign Trade Counters.

Dipnarine Rampersad & Company	
Administrative and Legal Assistant	October 2010 to October 2012

- ü Preparation of Mortgage Bill of Sale and Leases, letters, reports, invoices;
- ü Conferencing with clients to receive instructions and perform follow-ups;
- ü Secretarial services such as typing, preparing packages for corporate clients;
- ü Calculation of Stamp Duty payable.

Servol Limited (Bartaria Hi Tech Centre)	
Administrative Assistant	October 2012 to February 2014

- ü Preparation of Monthly Financial Statements, bank deposits, petty cash
- ü Secretarial services such as typing, minute taking, reports, reception duties
- ü Conferencing with parents/teachers/trainees

Servol Limited (Accounts Department)	March 2014 to Present
Accounts Assistant	

- Ü Preparation of vat schedule
- Ü Accounting data entry, petty cash disbursements, bank deposits
- Ü Reconciling accounts, fixed assets, editing termly reports

Activities and Interests

School Marathon, track & field, Professional Assistants Day.
Achievements Certificate of Commendation for Outstanding Performance in:
Academic, Athletic & Team Spirit.

References

Ms. Kizzy Subero	Mr. Leon Williams
Attorney at Law	Attorney at Law
868.462.2605	868.652.5069
868.652.3843	868.678.3636