

MIKKI MARTINEZ

MARTINEZ_MIKKI@YAHOO.CO.UK
5 GEORGE STREET • AROUCA
PHONE (868) 362 6786 / 221 1687
DATE OF BIRTH: 06TH FEBRUARY 1976

EDUCATION

CTS College of Business and Computer Science Ltd:

Presently pursuing a two year BBA in Business Administration specializing in Marketing.

Association of Business Executives:

- **Business Administration Diploma Part II**
 - **Managerial Accounting**
 - **Quantitative Methods**
 - **Marketing**
 - **Human Resource Management**
 - **Systems Analysis**
- **Business Administration Diploma Part I**
 - **Management**
 - **Accounting**
 - **Business Communications**
 - **Economics**

School of Accounting and Management

- **Cambridge Advanced Level Examination**
 - **Accounts**

Arima Government Secondary

- **Caribbean Examination Council (1990-1992)**
 - **English A**
 - **Mathematics**
 - **Business Studies**
 - **Accounting**
 - **Social Studies**

EXPERIENCE

June 2012 – Present

The Water and Sewage Authority of Trinidad and Tobago

Attendant (Inventory Clerk)

- Supervise staff and provide support to the special projects unit
- Inventory accounting and control
- Reconcile physical inventories and cycle counts to Inventory and General Ledger
- Assists with fiscal year end and fixed asset accounting
- Provides training in the use of the company's computerized financial system and assists with departmental personnel with budget questions, proper inventory accounting and adjustments, document processing and other accounting related activities
- Supervise, coach, train and assist with the professional development of subordinates
- Any other duties of a similar nature or level

2005 – January 2012

Digicel Trinidad and Tobago Limited

Applications Analyst

- Perform daily maintenance and support for the Application Assigned
- Configure the application as required to ensure proper functioning and maximum efficiency
- Provides solutions to support changes in business practices, policies and processes
- Maintain business relationships with carrier services
- Assist with the installation of the Application assigned in new territories

Billing Executive

- Activation of new accounts
- Ensuring that the consumer bills are accurate
- Creation of CUGs
- Application of payments to user accounts
- TADIG – ensuring that roaming billing is correct

1996-2005 BWIA West Indies Airways Ltd.

Accounts Assistant III: Expenditure & Payroll Department

- Processing of Payroll for both Management and General Staff (Trinidad & St. Lucia)
- Payment of Suppliers
- Reconciliation of Payments
- Provision of adhoc reports
- Processing of adhoc payment
- Preparation of Budget
- Preparation of Journals

1995 – San-De-Cruz Crafts

Sales Clerk

- Sale of craft items

ADDITIONAL CERTIFICATION

- Certificate in Computer Literacy
- Microsoft Word, PowerPoint, Excel, Publisher
- Time Management
- Project Management
- Business Communication
- First Aid

INTERESTS

- Volunteer work
- Travelling
- Reading
- Meeting new people

PAST RESPONSIBILITIES

- Class Prefect
- Youth Counselor
- Supervisory Committee Secretary – Aero-Services Credit Union

REFERENCES

- **Mr. Augustine Cox**
Accounting Specialist
Caribbean Airlines
Payroll
(868) 669 3000
- **Ms. Sharla Sebro**
Team Leader
Digicel Trinidad and Tobago
I.T. Applications Team
(868) 360 6918
- **Mr. Robert Lall**
Project Manager
Water and Sewage Authority
(868) 789 4923

CONTACT INFORMATION

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❖ *Holder of a Valid Driver's License*