

NAME: Risa Pandora Nelson

DATE OF BIRTH: 08th September, 1995

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**OBJECTIVE:** To gain experience at your firm where I can apply my skills and knowledge to add value to the organization while strengthening my competencies.

### **EDUCATION AND SCHOOL**

#### **Omardeen School of Accountancy Limited**

##### **Foundations in Accountancy (FIA)**

October 2012 - June 2014

- Introductory Certificate in Financial and Management Accounting
- Intermediate Certificate in Financial and Management Accounting
- Diploma in Accounting and Business
- Specialist Options Awards - Audit and Tax

##### **The Association of Chartered Certified Accountants (ACCA)**

July 2014 - Present

#### **Point Fortin East Secondary School**

##### **Caribbean Examination Council (CXC)**

September 2007 - June 2012

- Mathematics
- English A
- Principles of Accounts
- Principles of Business
- Office Administration
- Electronic Document Preparation and Management

## **ADDITIONAL COURSE**

- Peachtree

## **EXPERIENCE**

### **Piano Teacher at Staffon Duncan's Music School**

- Planning and preparing lessons in relation to individual pupils needs
- Teaching music theory and practical techniques to pupils
- Acquiring appropriate teaching materials and resources

### **Accounts Payable Clerk at Nigel R Khan Booksellers**

October 2014 - November 2014

- Sorting and matching invoices
- Setting invoices up for payment
- Posting transactions to ledgers

### **Accounts Clerk at Health Food Specialists Ltd**

February 2016 - April 2017

- Posting customer payments by recording cash and cheques transactions
- Updates receivables by totalling unpaid invoices
- Verifies validity of account discrepancies by obtaining and investigating information from sales and customers
- Sales sequencing to ensure uniformity and that no invoices are missing
- Sorting and matching invoices for payment
- Posting transactions to journals and ledgers
- Monitoring accounts to ensure payments are up to date
- Maintaining vendors and customers file
- Corresponding with vendors and responding to inquiries
- Providing supporting documentations for audits
- Creating and issuing credit notes
- Bank reconciliations
- Issuing receipts, refunds or change due to customers
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct

## **REFERENCES**

- Joy Valdez - Accounts Supervisor - 332-3732
- Diana Seepersad - Accounts Manager - 704-5167

