

SHARLENE SEMOY ACCO

RESUME

OBJECTIVE

To obtain knowledge and growth within the work place while contributing ideas and creativity to any institution in which I may be employed. I am a hardworking, honest, trustworthy individual; driven with will power to tackle any task life may throw my way.
Learning Never Ends.

PERSONAL INFORMATION

Address: #15 Cipriani Street, Mon Repos, San Fernando, Trinidad. W.I.
Telephone: (868)790-7956, (868)286-0739
Email: sharleneacco@hotmail.com
Date of Birth: 19th August 1985

EDUCATION

2007- 2008	School of Business and Computer Science- Chartered Institute of Purchasing and Supply
2006-2007	Omardeen's School of Accountancy- Certificate Accounting Technician
2005-2006	Southern Community College – Evening Classes
2003-2004	Sital's Educational Institute
2002-2003	Union Claxton Bay Senior Comprehensive School
1997-2002	Gasparillo Composite School
1990-1997	Anstey Memorial Girls' Anglican School

QUALIFICATIONS

<u>CXC O Level:</u>	English Language Mathematics Art and Craft Integrated Science Principles of Business Social Studies
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<u>Cambridge GCE:</u>	Computer Science
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Other Certificates:

Introduction to Computers- Ramdass School of Computing International Ltd.
Certificate to Computers- Intermediate Level at
School of Business and Computer Science
Chartered Institute of Purchasing and Supply-
International Certificate

ACHIEVEMENTS

- Business Development Seminar
- Petrotrin's Skills Camp 2004
- Member of Trinidad & Tobago Football Referee Association
- Member of Petrotrin's Sports Club

REFERENCE

Ms. Alana Cyrus Abdool
Special Reserve Police
Trinidad & Tobago Police Service
Ministry of National Security
(868) 350 -6109

RECOMMEDATION

#14387 Police Officer Sherry-Ann Simon
Chief Clerk
Crime and Problem Analysis (CAPA North)
Trinidad & Tobago Police Service
Ministry of National Security
(868) 397-5151

JOB EXPERIENCE

September - December 2004

Sale's Clerk
ZDTECH Computing
Southern Main Road,
Couva, Trinidad

Responsibilities:

Typing of Documents {letters, graphs, etc},
Photocopying, Laminating, Binding, Internet Search
Printing of Documents {letters, photos, flyers,
cards, invitations}, Basic Graphic Designs

February - August 2005

On The Job Training at Accounts Payable
**Mittal Steel Point Lisas Ltd. formerly
Caribbean Ispat Ltd.**

Responsibilities:

Filing, Preparing and Processing Documents for
Payment, Photocopying, Faxing, Printing
Carrying out Vendor's Queries,
Updating Purchase Order Files
Corresponding with the Vendors; providing them
with any Assistance they required,
Making and receiving calls of inquiries

August - October 2005

Temporary Clerk 1
Accounts Clerk
Accounts Payables- Finance
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Preparing and Processing Documents for
Payment, Photocopying, Faxing, Printing
Carrying out Vendor's Queries, Updating Purchase
Order Files, Corresponding with the Vendors;
{providing them with any assistance they required}
Making and receiving calls of inquiries

November 2005 - February 2006

Temporary Clerk 1
Purchasing Assistant
Procurement for Rod Mill
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

March - June 2006

Temporary Clerk 1
Data Entry Clerk
Management Information Systems
Mittal Steel Point Lisas Ltd.

Responsibilities:

Typing, Designing Graphs and Flow Charts using
Microsoft Office Visio 2003, Editing data files,
Printing and Filing

July - August 2006

Temporary Clerk 1
Accounts Clerk
Accounts Payable- Finance
Mittal Steel Point Lisas Ltd.

Responsibilities:

Preparing and Processing Documents for
Payment, Photocopying, Faxing, Printing
Carrying out Vendor's Queries, Updating Purchase
Order Files, Corresponding with the Vendors;
{providing them with any assistance they required}
Making and receiving calls of inquiries

August - September 2006

Temporary Clerk 1
Purchasing Assistant
Procurement for Melt Shop
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

September - October 2006

Temporary Clerk 1
Purchasing Assistant
Procurement for the Warehouse
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

***December 2006 –
February 2007***

Temporary Clerk 1
Purchasing Assistant
Procurement for Rod Mill
Mittal Steel Point Lisas Ltd.

Temporary Clerk 1
Purchasing Assistant
Procurement for Melt Shop
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

March 2007

Temporary Clerk 1
Purchasing Assistant
Procurement for Rod Mill
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

June – July 2007

Temporary Clerk 1
Purchasing Assistant
Procurement for the Warehouse
Mittal Steel Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, Reviewing of Quotations to pick the most
Appropriate Vendor based on Price and Quality,
Creating Purchase Orders using the SAP system and
Making and receiving calls of inquiries

August – September 2007

Temporary Clerk 1
Human Resource Department
ArcelorMittal Point Lisas Ltd.
{Name Change for Mittal Steel}

Responsibilities:

Data Entry, Filing, Photocopying, Making Appointments
Typing and distributing Employee Appraisal forms.
Just stating a few tasks assigned to me.

October – November 2007

Temporary Clerk 1
Warehouse Queries
ArcelorMittal Point Lisas Ltd.

Responsibilities:

Sorting and documenting outstanding payment, gathering
relevant documents, getting Good Received Notes and
Service Entry in place for late payments to be made to
Vendors

November 2007 – March 2009

Procurement Clerk (Permanent)
Procurement of Rod Mill Spare Parts
ArcelorMittal Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching
Request for Quotations to both Local and Foreign
Vendors, performing computer and data entry operations
for establishing client database and bid matching of
solicitations, Prepares advance payments,
Creating Purchase Orders using the SAP system and
Assists with special projects and other duties as assigned.

April 2009 – 2010

Procurement Clerk (Permanent)
Procurement for the Warehouse
ArcelorMittal Point Lisas Ltd.

Responsibilities:

Filing, Photocopying, Creating and Dispatching Request for Quotations to both Local and Foreign Vendors, performing computer and data entry operations for establishing client database and bid matching of solicitations, Prepares advance payments, Creating Purchase Orders using the SAP system and Assists with special projects and other duties as assigned. Creating and updating material numbers on the SAP system Monitoring of Personal Protective Equipment, Warehouse Inventory management, assisting the Warehouse Manager and the General Manager of the Materials Department.

Additional Duties:

Coordinate with the Integrated Management System's Department, Using the SGI (IMS) Software to upload, manage, and monitor Material Safety Data Sheets, Shop Floor Audits, Action Plans, Company's Standard Operating Procedures and Non-Conformities.

2010 – March 2016

Procurement Assistant (Permanent)
Procurement of Spares
ArcelorMittal Point Lisas Ltd.

Responsibilities:

Creating and Dispatching Request for Quotations to both Local and Foreign Vendors, performing computer and data entry operations for establishing client database and bid matching of solicitations, Creating Purchase Orders using the SAP system and Prepares advance payments, Expediting Outstanding Items. Running Reports to Monitor Key Performance Indicators. Responsible for the Procurement of over Seven Thousand Items; Including Bearings, Tools, Computer Items and Spares, Refractory Material, Fitting, Electrical Items, Valves and Other Plant Spares.

Additional Duties:

Coordinate with the Integrated Management System's Department, Using the SGI (IMS) Software to upload, manage, and monitor Material Safety Data Sheets, Shop Floor Audits, Action Plans, Company's Standard Operating Procedures and Non-Conformities.