

# Sharon Seepersad

5/2/2016

## CURRICULUM VITAE

349D Avocat Junction Fyzabad  
(868)372-2098  
sharonseepersad03@gmail.com

### SUMMARY

An energetic, innovative individual, who has a sense of team spirit, cares about people and produces results. Possess the ability to use effective analytical, organizational and communication skills.

Detail oriented and proficient at follow up and follow through. Great leadership skills with a keen focus on continuous improvement. Exercises exceptional judgements and works independently. Open mindedness and efficiency are the foundation of my charter.

### EDUCATION

#### **School of Business and Computer Science Limited**

ABE Diploma 1 Business Management 2011 – 2011

Financial Accounting

Organizational Behavior

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

ABE Diploma 1 Business Management 2010 – 2010

Economic Principles

Quantitative Methods

#### **Institute of Commercial Management – 2006 – 2007**

Project Management – Diploma

Business Administration – Diploma

#### **University of the West Indies (School of Continuing Studies) – 2003 – 2004**

Supervisory Management – Certificate

#### **New Vision in Learning – 2001 – 2003**

Computer Graphics Basic and Advance – Cert

**St Kevin's College - 2000 - 2001**

Mathematics  
English Language  
Principle of Business  
Human and Social Biology  
Social Studies

**Fyzabad Composite School - 1995 - 2000**

Mathematics  
English Language  
Principles of Business  
Human and Social Biology  
Social Studies

**Rousillac Presbyterian School - 1995 - 1988**

**EXPERIENCE**

**2014-2015**

**Hookmally Ali Limited**

**Operations/HSE Administrator - Head Office**

Procurement – (Yard projects, Small projects, Stores Maintenance, Mechanical)  
Track Costing for small projects.  
Filing – (Electronic and Manual)  
Liaising with clients and suppliers  
Preparation of daily/ weekly / monthly reports  
Prepare documentation for small projects.  
Reconcile documentation for small projects.  
Assist with the Administration of Store department  
Assist with stores Inventory management

Maintain copies of files for working HSE documents generated for projects.  
Distribute HSE documents on request to relevant projects.  
Receive HSE documents from projects, peruse and file in a systematic manner.  
Liaise with projects for timely / untimely dispatching of documents.  
Assist HSE Manager with the production of HSE related documents.  
Assist the HSE Manager with the production of HSE presentation and training.  
Assist in the maintenance of S.T.O.W. certification process.  
Maintain and upkeep the vehicle inspection data.  
Make copies of completed working documents and return these copies to projects.  
Assist in the documentation of Quality Control Programmes

**2013-2014**

**Hookmally Ali Limited**

**Document Control / Project Assistant Coordinator**

**-Schlumberger Wireline Project**

Co- ordination of Daily Task

Tracking Company / Project Expenses and Approvals

Creating of Proposals and Presentations

Liaising with Clients / Supplies (Procurement)

Controlling Incoming and Outgoing Documents/Materials

Compilation of Reports -Daily, Weekly, Monthly HSE, etc.

Assisting with the Preparation of Project Schedules

**2011 - 2013**

**South West Regional Health Authority - Clerical Assistant**

**Radiology/ Ultrasound Department/ Quality Improvement/ Human Resources Department/  
Health Centre**

Filing

Liaising with Clients

Scheduling of Appointments

Preparation of Ultrasound Packages

Pre and Post Processing of Clients - Radiology

Preparing of Statistical Reports - (monthly reports)

Stock Monitoring - (within the department)

**2009 - 2011**

**W.B.L. Construction Services Limited**

**Office Administrator**

Tracking Company / Project Expenses

Purchasing / Ordering Both Locally and Internationally

Liaising with Suppliers both Locally and Internationally

Receiving Bills and Coordinating Payments

Data Entry

Reconciliation of Accounts

Systematized Payments to Suppliers

Payroll/ NIS and Tax Systematized Payment

**2008 - 2009**

**Ragunath Singh & Company Limited**

**Procurement Clerk**

Purchasing / Ordering Both Locally and Internationally

Liaising with Suppliers both Locally and Internationally

Receiving Bills / Coordinating Payments Approved

Reconciliation of Accounts

**2003 - 2005**

**Mattzack Company Limited**

**Office Administrator**

Supervision of the Day to Day Running of the Office

Coordination of Projects

Tracking Company / Project Expenses

Liaising with Suppliers / Clients

Procurement

General Assistance to the Managing Director and Chief Executive Officer

**Skills**

Microsoft Word/ Excel/ Project/ Power Point

**Interest**

Traveling/ Reading/ Music/ Community Service/ Yoga

**References**

**Mr. Michael Narine**

**Operations Manager**

Hookmally Ali Limited

354 - 5663

**Mr. Nicholas Ottley**

**Civil Engineer**

Petrotrin Trinmar Operations

Projects Department

377 - 9758