

Tenilla Onika Henry

Date of Birth: 7th June 1987

Address: LP 59 Connector Road via Pierre Road Charlieville, Chaguanas

Telephone #: 303-5674

Sex: Female

Age: 29yrs

Marital Status: Single

Email: tenillahenry@yahoo.com

Objective: To obtain the position whereby you see fit according to my qualifications, currently pursuing ACCA's FIA Information for Business Management and Recording Financial Transactions (Introductory Level) with the ultimate aim of securing a senior accounting position.

Education:

Omardeen School of Accountancy Ltd
ACCA-FIA (Introductory Level)

INTACTT Group
Certificate of Completion-Front Desk Management

Point Fortin Senior Secondary School, Point Fortin
Mathematics -General Paper – I
Information Technology – General Paper – I
Principle of Accounts – General Paper- I
Principle of Business – General Paper - II
English A – General Paper – II
English B – General Paper- II
History – General Paper- III

Guapo Government Primary School, Guapo, Point Fortin
Common Entrance

Tenilla Onika Henry

Professional Experience:

Trinjet Services Limited 2009 - 2016

Office Assistant

Courts Trinidad Limited 2008

Administrative Assistant

Trinjet Services Limited 2006 - 2008

Administrative Assistant

Peiping Supermarket 2006

Cashier

Petrotrin Trinmar 2005

Apprentice/Trainee

Skills:

- Peachtree Accounting
- Microsoft Excel/Word/Access
- Payroll

Other

Accomplishments:

- Member of Young Leaders Project 2004

References available upon request