

## **PROFILE:**

Committed to professional and personal excellence; very successful at developing strong partnerships while achieving great client satisfaction; several years experience at the Junior Management level and with company audit exercises; highly organized with strong attention to detail; sound analytical and decision making skills; Microsoft training: (Microsoft Word & Excel, familiar with Power Point and Access) strong multitasking ability and results driven.

## **EDUCATION:**

### **UWI Open Campus**

B.Sc. Management Studies	(Jul 2015)
Certificate Internal Auditing	(Jul 2009)

### **Cipriani Labour College**

Certificate & Diploma Public Relations	(Jul 2002)
Introduction to Occupational Safety & Health	(Dec 1998)

### **Carapichaima/Chaguanas Senior Comprehensive**

Six O'Levels

### **Courses/Certification**

- Writing Effective Audit Reports
- AML/CFT Compliance Conference - CFATF
- Microsoft Word, Excel and PowerPoint
- Effective Sales Management
- SCO UNIX System Administrator
- First Aid/CPR/AED for the workplace – OSHA Services
- Credit Management 1&2
- Communication - Dale Carnegie Course

## **EXPERIENCE:**

### **British American Insurance Company (Trinidad) Limited**

*Audit Assistant – Internal Audit Department*

May 2007 to Dec 2014

- Assisted in preparing audit programs
- Performed field work inclusive of interviews and meetings
- Researched and developed sample policies in relation to regulatory requirements
- Organized and directed all forms of communications involving matters related to audit and compliance
- Compiled supporting documentation for audit analysis and reporting

*Junior Underwriter –Life Underwriting Department*

Jan 2000 to Apr 2007

- Examined insurance applications for appropriate levels of coverage and process accordingly
- Obtained and managed information from field representatives, medical personnel, and other personnel
- Evaluated risk through review of relevant financial data to effectively approve insurance coverages

**Clico Credit Union***Accounts Clerk/Customer Service Clerk*

Apr 1990 to Apr 1997

- Accounts receivable and payable, reconciliation of bank deposits and withdrawals
- Processed Dividend Payments, Payroll Premiums, Loans, Collections & Recoveries and assisted in preparing final accounts and staff payroll
- Managed all customer requests via mail, telephone, and in-person providing exemplary service
- Planned and organized company activities, training seminars, events, scheduled meetings and administrative duties

**REFERENCES****Mr. Louis Bruneau**

Audit Manager (Retired)

British American Insurance Company (Trinidad) Ltd.

Cell#: 722-0410/ 361-0322

**Mr. Andre Renie**

Retired Senior Company Executive

Cell#: 684-8777