Dear Sir/Madam,

My name is Annacellia Moore and I am applying for the opportunity to become a part of your organisation as an Accounting personnel where my skills and qualities will be utilized.

I am currently nineteen (19) years old, born on the 9th of August 1994, and I consider myself to be a very open-minded person who loves a learning environment with opportunities readily available for expanding my horizons, both individually, and as a member of a team or unit based surroundings.

I am certified in Peachtree Accounting and I have completed ACCA’s Foundations in Accountancy (FIA) qualification. I currently attend the School of Business and Computer Science Ltd. (SBCS), studying Level II of the Association of Chartered Certified Accountants’ (ACCA) qualification, on a part time basis.

I am knowledgeable in the updating, maintaining and preparation of accounting records and final accounts; and conducting reconciliation of accounts among many other tasks. I am detail and goal oriented and very capable of achieving what I set my mind to do as I am passionate about my work and facing new challenges.

I would like to thank you in advance for reviewing my application and my resume which is attached. I see this undertaking as an opportunity for me to continue on a sound path in my accounting career. Should my application meet your approval, please, contact me using the most suitable of the contact information provided in the header of my resume as I am willing to attend an interview at your earliest convenience.

Yours Respectfully,

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Annacellia P.H. Moore.

**SKILLS**

* Peachtree Accounting Certified.
* Proficient with Microsoft Office Suite.
* Experienced with Microsoft Dynamics Retail Management System.
* Experienced with Intuit QuickBooks Enterprise Solutions Software.
* Experienced with PayMaster - Payroll Software.
* Types at 55words per minute.
* Possesses oral and written communication skills.
* Strong prioritization skills
* Excellent organizational skills.
* Ability to work independently or as a part of a team.
* Ability to follow through on issues in a timely manner.
* Ability to work in a fast paced environment with deadlines to be met.

**EDUCATION**

* School of Business and Computer Science Ltd., Champ Fleurs Campus.- 2010 to Present.
* **ACCA** - January 2012 to Present **(Currently studying Level II)**
* **Modules Completed:** Accountant in Business (Exempted), Management Accounting (Exempted), Financial Accounting (Exempted), Corporate and Business Law.
* **Foundations In Accountancy (F.I.A.)** - September 2010 - December 2011
* **Modules:**Recording Financial Transactions, Management Information, Maintaining Financial Records, Managing Costs and Finance, Financial Accounting, Management Accounting, Accountant in Business.
* **A Complete Course in Peachtree Accounting** - Certified as of 29th Oct. 2011.

**EDUCATION (continued)**

* Bishop Anstey High School, Port of Spain. - 2005 to 2010.
* Attained **eight (8) O' Level CXC CSEC Passes** in 2010.
* Two (2) Distinctions - Principles of Accounts & English Literature.
* Two (2) Grade 1 - Information Technology & English A - Language.
* Three (3) Grade 2 - Mathematics, Geography & Biology.
* One (1) Grade 3 - French
* Received the Verlee Payne-Noel Award for attaining the highest mark in Information Technology, in my year group, at the CXC CSEC Level.
* Febeau Government Primary School, San-Juan. - 1999 to 2005.

**EXPERIENCE**

* **1st February, 2012 - Present.**

**Accounting Assistant** at Guardia Security Advisers Limited, #33 - 35 French Street, Port-Of-Spain.

* Prepare and obtain approval of invoices for submission to customers.
* Issue receipts for payments received from customers whether by cash or cheque and preparing bank deposits daily or as needed.
* Maintain and update customer records.
* Prepare financial and analytical reports weekly, monthly or as requested.
* Maintain a filing system for all financial documents.
* Developing and maintaining good customer relations with corporate clients.
* Credit controlling.

**EXPERIENCE (Continued)**

* Enter invoices received from / payments made to suppliers or service providers on the accounting software, keeping records up to date.
* Prepare payments and corresponding vouchers in a timely manner and ensure that they are authorized by the relevant parties. Also managing cheque disbursement.
* Manage queries and issues lodged by suppliers.
* Process payroll using a computerized system.
* **5th December, 2011 - 19th January, 2012.**

**Store Supervisor** at Catwalk, Price Plaza, Chaguanas.

* Acted as the employee in charge if the manager was absent.
* Assisted the manager with the opening and closing of the store.
* Chaired staff briefings along with the manager which were held before the opening of the store.
* Delegated daily tasks to the other employees along with the store's manager and coordinated them throughout the day.
* Ensured the accuracy of the signage on merchandise before the opening of the store.
* Assisted the store's manager with in-store interviews.
* Trained, counseled, disciplined and evaluated the performance of new and existing staff members.
* Maintained communication with the other employees and assisted them in their work.
* Assisted the customers with their demands or complaints.

**EXPERIENCE (Continued)**

* Coordinated stock intakes and counts, ensuring that the merchandise were clean and suitable for sale.
* Communicated orally with the store's manager or area manager regarding the store's sales, employees or other important matters.
* Ensured standards of quality customer service and health and safety were always met.
* Ensured that the staff were always motivated to provide their best customer service whilst also meeting the store's given quota by giving pep talks and creating friendly in-store competitions.
* Handled the closing-off of the cash register at the end of a cashier's shift or at the close of the store, ensuring that monies were organized and deposited in a lock box for pick-up the following day by the Cash-in-transit security courier.
* **21st November, 2011 - 4th December, 2011.**

**Store Clerk & Cashier** at Catwalk, Price Plaza, Chaguanas.

* Welcomed customers and assisted them in the selection of their merchandise.
* Maintained an accurate and detailed knowledge of the item on sale, their prices and in-store specials.
* Addressed all customers' questions quickly and in a pleasant way.
* Participated instock intakes, counts, sorting and pricing of items according to pre determined standards and requirements.
* Maintained the cleanliness of the store.
* Demonstrated the ability to operate a cash register efficiently, handling payments by customers whether by Cash, Debit/Credit Cards or the store's Loyalty Card.
* Displayed effective problem solving and decision making skills.