**ALLISON LISA RAMAN**

**BUNGALOW 101, RIDGEWAY DRIVE, CLIFTON HILL, POINT FORTIN.**

**PHONE: 1-868-490-1445**

**E-mail Address:** [**allisonraman@hotmail.com**](mailto:allisonraman@hotmail.com)

**OBJECTIVE:**

A committed, self-motivated, dedicated, proactive individual seeking to advance in any position that best suits my abilities and qualifications.

**WORK EXPERIENCE:**

2006-2013 Construction Services and Supplies Limited Point Fortin

**Position:** **Accounting/Administrative Assistant**

**Duties:**

* Preparation of Weekly and Monthly Payroll and all associated payroll documents
* Issuing Cheques
* Handling Subcontractor Payments
* Handling all Utilities Payment-W.A.S.A, T.S.T.T., Digicel, T & T.E.C.
* Assist in Sourcing and Ordering Materials
* Preparation of Tender Packages, Writing up Bill of Quantities, Sourcing Prices for Tenders
* Calculation and Payment of N.I.S., Health Surcharge and P.A.Y.E. Contributions
* Preparation of sick leave benefit forms for employees for application of NIS Benefits
* Vehicle and Equipment Maintenance and Repairs, Ordering of Parts and General Servicing
* Updating all vehicle and equipment files
* Handling Office Correspondence and Calls
* Weekly Data Entry and Processing
* Sorting and Filing of Weekly and Daily paper work
* Maintenance and filing of all employee correspondence and forms
* Ensure that all individuals on payroll have an NIS number.
* Monitoring the gate and door.
* Ordering of stationery for use in the office and for office equipment
* Liaising with security for screening of visitors and sending payments to be received by gate
* Ordering of diesel.
* Ordering of general safety supplies
* General ordering / purchasing
* Handling and updating all tools information from yard and on job sites

2006 Value Optical Limited Point Fortin

**Position:** **Vision Screener**

**Duties:**

* Screening of Primary School Level Students
* Data Entry
* Setting Up of Machinery and equipment
* Sorting and filing of Data

2006 Ashana Civil and Mechanical Contractors Limited Siparia

**Position:** **Receptionist**

**Duties:**

* Receiving and Sending Fax
* Data entry of Materials Invoices
* Sorting and filing of Cash and Cheque Payment Vouchers
* Handling Office Correspondence and Transferring Calls
* Scheduling Meetings
* Screening Visitors and Calls
* Issuing Cheques and Payslips

2005-2006 L-Tec Systems

**Position: Typist**

**Duties:**

* Typing Documents
* Using Copier Machines
* Book Binding
* Issuing Bills
* Data Entry of Invoices
* Laminating
* Bank Transactions

2004 Bechtel International ALNG Expansion Project Point Fortin

**Position: Accounting Clerk**

**Duties:**

* Facilitate Orientation Presentation for new hire employees on behalf of Bechtel Inc. Time Keeping Department
* All aspects of Badging for present and new employees
* Minimum training on Safety Incentive Programme

2002 S & D Construction Limited Point Fortin

**Position: Trainee Accounts Clerk**

**Duties:**

* Book Keeping
* Accounting

2001 GGR Insurance Services Point Fortin

**Position: Trainee Insurance Clerk**

**Duties:**

* Typing Insurance Certificates
* Filing
* Calculating Insurance Premiums

2001 Jamar Consultants Point Fortin

**Position: Computer Tutor**

**Duties:**

* Tutoring of Computer Literacy

1999-2000 Keystrokes Access Computer Learning Centre Point Fortin

**Position: Computer Tutor/Secretary**

**Duties:**

* Tutoring Computer Literacy and MS Word
* Typing
* Handling Office Correspondence and Calls
* Record Keeping and Accounting

1999 South Central Marketing Centre (Auto Garage Section)

**Position: Receptionist**

**Duties:**

* Handling Office Correspondence and Calls
* Record Keeping
* Cashing

**EDUCATION**

Community Development 2014

UWI Open Campus, Marabella 2014

Junior Achievement 2014

UWI, South Campus 2008

Personalized Computer Services 2004

Keystrokes Access Computer Learning Centre 2000

Keystrokes Access Computer Learning Centre 1999

Siparia Senior Comprehensive School 1996-1998

Iere High School 1989-1995

Ramdass School of Computing Int’l Limited 1993

Penal Presbyterian School 1989

**QUALIFICATIONS**

Presently Pursuing:

Community Development Program:

Bread, Cakes and Pastries

Event Management

UWI Open Campus, Marabella

Training and Enrichment Program

Taxation with Bookkeeping and Accounting B

Junior Achievement

Women for Development Program

Supervisory Management Level One B+

Information Technology

* Computer Literacy
* MS Word
* MS Excel
* MS Access

Advanced Level (G.C.E.)

* General Paper C

Caribbean Examination Council (C.X.C. O’ Levels General Proficiency)

* English A I
* Principles of Accounts I
* English B II
* Geography II
* History II
* Principles of Business II
* Biology III
* Mathematics III

**PERSONAL INFORMATION**

Date of Birth September 10th, 1978

Marital Status Married

Nationality Citizen of Trinidad and Tobago

**REFERENCES**

Mr. Khalid Sultan

Managing Director

S.K.S. Services and Supplies

#3A Mondesir Road,

Rousillac.

Phone: (868) 651-1216

Cell: (868) 384-9836

Mr. Darren Mohammed

Managing Director

Phoenix Glass Supplies Limited

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Battoo Avenue,

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