**OBJECTIVE**

To obtain a responsible and challenging position in which my education and work experience will have valuable application.

**CERTIFICATION**

2013- Certificate in International Financial Reporting - Completed

2007 – 2013 – Association of Chartered Certified Accountants (ACCA)- Completed

**EDUCATION**

2000-2007 – St.Augustine Girls High School

-CAPE Advanced Level – Four (4) Subjects

- CXC Ordinary Level – Five (5) Subjects

- GCE Ordinary Level – Two (2) Subjects

**PROFESSIONAL EXPERIENCE**

**APRIL 2014- MAY 2014- THE OFFICE AUTHORITY GROUP**

**Financial Analyst**

**Main Responsibilities:**

* Daily updating of Cashflow records for all members of the group.
* Weekly Accounts Receivable and Inventory Status Reports for various companies.
* Sub-reports such as daily sales summaries and bank analysis for Consolidated Financial Accounts.
* Sorting and compiling data to be used for Monthly and Year-end Consolidated Financial Accounts.

**AUGUST 2012- MARCH 2014- W.MOHAMMED AND COMPANY CHARTERED CERTIFIED ACCOUNTANTS**

**Auditor**

Was responsible for visiting ten (10) companies and performing the following tasks on a monthly basis:

* Review of monthly reports such as purchases, sales, receipts and payments.
* Preparation of Vat files and computation of Vat liability / refund for each period.
* Analyzing Payroll and Bank account records using excel spreadsheets.
* Preparation of Audit files using ACCA programs.
* Yearly external audit planning.
* Attendance at external audits.
* Attendance at clients’ inventory counts and preparation of subsequent reports.
* Training individuals / clients on the use of accounting systems and accounting treatment for transactions.
* Liaising with clients’ managerial staff and present findings and recommendations.

**JULY 2008- SEPTEMBER 2009- INDUS MERCHANT LIMITED**

**Accounts Clerk**

* Maintained account records on Peachtree.
* Accounts payable and receivables.
* Bank Reconciliation.
* Management of Petty cash.
* Preparing all sale documents and invoices.
* Gathered active data for external accountant.
* Administrative and managerial duties.
* Training of new staff members.
* Preparation of schedules for merchandiser and sales promoters.
* Problem solving meetings with promoters.
* Inventory and Stock Recording (on a small scale)
* Basic exposure to foreign invoices.

**JULY 2007- AUGUST 2007 – SCHIEBLER & CO (TRINIDAD) LTD.**

**Temporary Staff**

* Basic accounting and administrative duties.

**JUNE 2007 – JULY 2007 – VISHMA’S BROKERAGE**

**Temporary Staff**

* Basic administrative duties.