**Karen Letticia Madoo**

#85 Jai Ramkissoon Housing Development Brazil Village **Phone (C)**: 868 293 3818

**(H)**: 868 643 8442

**E-mail**: garcialkaren@yahoo.com

**Objective**

To become part of a dynamic, success-oriented, professional business organisation in which individuals and teams work together toward common achievable goals.

**Experience**

July 2002 to May 2008

All in One Tents and Party Rentals

Manager

In this position I was responsible for:

* Preparation of V.A.T and payment
* Preparation of National insurance (N.I.S) and payment
* Preparation of Pay as you earn (P.A.Y.E) and payment
* Preparation of Health Surcharge and payment
* Preparation of Green Fund Levy and payment
* Preparation of Co-operation Tax and payment
* Preparation of Payroll
* Keeping current records of payables and receivables
* Liaising with debtors in an effort to collect outstanding debts
* Ensuring that creditors invoices were paid in a timely fashion
* Making physical deposits and withdrawals from bankers
* Reporting on bank account activity
* Managing Office
* Preparation of pro forma bills for Customers
* Petty cash
* Customer invoicing
* Accounting data entry
* Salary disbursement
* Overseeing the flow of deliveries and return documentation
* Corresponding with clients

**Academic Achievements**

*2012 to Present*

College of Science, Technology and Applied Arts of Trinidad and Tobago

* BBA Human Resource Management with a minor in Entrepreneurship

*2008 to 2012*

College of Science, Technology and Applied Arts of Trinidad and Tobago

* A.A.S Management

**Academic Achievements (Con’t)**

Qualitative School of Education

CXC General Proficiency

*1998 to 1999*

* Mathematics, III
* Social Studies, III
* English Language, II

Cambridge International Examinations GCE Ordinary Level

June 2002

* Human and Social Biology C

**Others**

* The National Gas Company Of Trinidad and Tobago (NGC)

Certificate of Participation Tertiary Natural Gas Workshop August 5-7, 2014

* The University of The West Indies Open Campus Trinidad and Tobago

Certificate of Proficiency Garde Mange A

* Member of The Human Resource Management Association Of Trinidad and Tobago (HRMATT)

**Interests**

* Cooking
* Travelling
* Reading
* Bicycle Riding

**References**

Jerome Khan

Senior Lecturer C.O.S.T.A.A.T.T

(868)724 7367

Daryl Dindial

Lieutenant Commander

Human Resource Officer

Trinidad and Tobago Defence Force

(868)726 4309