***Karen Narine***

***#317 Southern Main Road, Aripero.***

***Phone : Home -651-1574***

***Cell -365-2121***

I am an Highly creative Accounts Receivables and Payables Clerk with experience in accounting, as a financial results oriented and solution focused professional.

***SKILLS***

* Accounts Payable Specialist
* Expertise in Invoice and Payment transactions
* Fixed Assets reporting familiarity
* Account Reconciliation
* Invoicing coding familiarity
* Analytical reasoning
* Exceptional organization
* Ethical Approach
* Strong MS Access and Excel

***EXPERIENCE:***

DECEMBER 2003- APRIL 2011

Hobsons Attorney’s At Law and Notaries Public

Sagicor Building, San Fernando

My Job description included both aspects of accounts receivables and accounts payables. Salary computation, green fund and business levy. NIS and Paye preparation. Monthly reports. Accounts reconciliation etc

AUGUST 2002- AUGUST 2003

T & Z Marketing Limited

Lange Park, Chaguanas.

Assistant Accountant

JANUARY 2001- JULY 2002

Fastec Limited

Accounts Clerk

***EDUCATION:***

1990- 1995 HOLY FAITH CONVENT, PENAL

CXC CERTIFICATE

7 Subjects Attained including Maths & English.

1996-1999 OMARDEEN SCHOOL OF ACCOUNTANCY

Cipero Street, San Fernando

Completed ACCA Technician Levels B & C

Completed AAT Levels 1 & 2

2008 PROFESSIONAL SCHOOL OF ACCOUNTANCY

San Fernando

CAT Certified.

***TRAINING:*** Peachtree Accounting – School of Practical Accounting and Accounting Services

***INTEREST & ACCTIVITIES :*** I enjoy reading, travelling and corresponding.