RESUME

#5, Second Branch, Hillview Drive,

Whiteland

Cell: 353-6576/Home: 656-9358

Email: armourdinelle@yahoo.com

DINELLE ARMOUR

**Qualifications Profile:** Goal driven and thoughtful individual prepared to excel in an area suitable to my qualifications and skills as well as contribute to organizational objectives.

**Key Strengths**: Adept at maintaining a high rate of accuracy and efficiency; well organized and proficient with details.

**Skills and Abilities:**

-Interpersonal and Problem Solving

-Ability to work in a fast paced environment

-Proficient in Peachtree Accounting

-Team Playing

-Communication

-Time Management

-Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access)

**Qualifications:**

**Current**: **University of the West Indies**

Bachelors of Science in Management Studies (Major)

1) Administrative Career Training Institute (2014)

**Certificate in Administrative Assistant Training**

2) School of Practical Accounting (2009)

**Certificate in Junior Accounting**

3) Open Bible High School (2003-2008)

Mathematics (III)

English A (III)

Spanish (III)

Principles of Business (III)

**Professional Experience:**

Experience 1: **SFCCU Credit Union Cooperative Society Ltd.**

**January 26th-April 15th 2015**

**Family Indemnity Plan Clerk/Trainee**

**-**Family Indemnity Plan Queries and Claims

-Loan Protection and Life Savings Claims

-Member Relations

-Secretarial Training