**LP55 Marie Street**

**Calvary Hill**

**Arima**

**Phone: 374-9480**

**Email:sharon.boisselle@yahoo.com**

**Sharon Boisselle**

**PERSONAL INFORMATION:**

**Date of Birth:** 02nd October, 1989

**Age:** 25 years

**Marital Status:** Single

**EDUCATION:**

**Presently**

**Currently pursuing ACCA Level II**

**School of Business and Computer Science**

**2009-2011**

**School of Business and Computer Science**

**ACCA-Certified Accounting Technician (CAT)**

**2009**

**City & Guilds**

**Level 1 Certificate in English for Business Communications (EBC)** –

*First Class Pass*

**2001-2006**

**St. Joseph Convent, St. Joseph**

Mathematics Grade I

English (A) Grade I

English (B) Grade II

Principles of Business Grade I

Principles of Accounts Grade I

History Grade I

Integrated Science Grade II

French Grade II

**OTHER CERTIFICATES:**

**2010-**

Certificate of Participation –Basic Registry Procedures Training Course

**2008-**

Certificate of Participation –Business Etiquette and Protocol and Customer Service

**EMPLOYMENT HISTORY:**

**Sept 2012 - Presently**

**Accounts Clerk**

Today’s Optical Limited

Duties include:

* Transferring of funds daily from the Company’s Visa/Linx Account
* Reconciliation of all Foreign Suppliers account on a regular basis in order for payments to be made in a timely manner
* Preparing and scheduling of all Foreign payments
* Assisting, when necessary, in preparation of payments to local suppliers
* Maintaining the Company Credit Cards by updating spreadsheets with purchases and preparing necessary payments when statements are received
* Assisting when short staff in accounts receivable desk
* Bank Reconciliations
* Any other accounting duties to assist the Accountant

**May 2010- August 2012**

**Administrative Assistant**

Assigned to the Permanent Secretary’s Office

Ministry of Housing and the Environment (*Ministry of Housing, Land and Marine Affairs)*

Duties included:

* Opening of incoming mails, sorting and entering on the registry system
* Dispatching of correspondence from the Permanent Secretary’s office to other Ministries, departments and agencies
* Retrieving of files from registry upon request by the Permanent Secretary/Senior Secretary
* Answering the telephones, making calls and taking messages for the Permanent Secretary
* Faxing and e-mailing correspondence
* Typing documents and Cabinet Notes
* Maintaining a filing systems
* Photocopying, compiling and binding documents
* Assisting the senior secretary with organizing meetings
* Liaising with other Ministries, Heads of Departments and Agencies on behalf of the Permanent Secretary
* Assisting with any other duties assigned by the Permanent Secretary or Senior Secretary

**February 2009- May 2010**

**Administrative Assistant**

Assigned to the Permanent Secretary’s Office

Ministry of Planning, Housing and the Environment

Duties included:

* Opening of incoming mails, sorting and entering on the registry system
* Dispatching of correspondence from the Permanent Secretary’s office to other Ministries, departments and agencies
* Retrieving of files from registry upon request by the Permanent Secretary/Senior Secretary
* Answering the telephones, making calls and taking messages for the Permanent Secretary
* Faxing and e-mailing correspondence
* Typing documents and Cabinet Notes
* Maintaining a filing systems
* Photocopying, compiling and binding documents
* Assisting the senior secretary with organizing meetings
* Liaising with other Ministries, Heads of Departments and Agencies on behalf of the Permanent Secretary

**May 2008- January 2009**

On the Job Trainee (OJT)

Assigned to the Permanent Secretary’s Office

Ministry of Planning, Housing and the Environment

Duties included:

* Opening of incoming mails, sorting and entering on the registry system
* Dispatching of correspondence from the Permanent Secretary’s office to other Ministries, departments and agencies
* Answering the telephones, making calls and taking messages for the Permanent Secretary
* Faxing and e-mailing correspondence
* Photocopying, compiling and binding documents
* Any other duties assigned from the Permanent Secretary/Senior Secretary

**January 2007-April 2008**

Lychee Garden Restaurant

The Falls at West mall

Duties included:

* Ordering of produce and other goods
* Dealing with customer complaints
* Calculation of the day’s sales and banking of cash
* Scheduling of the weekly staff roster
* Calculation of employee’s hours worked and thereafter gross earnings for the week
* Any other duties assigned by the manager

**REFERENCES:**

**Name:** Sarah Briggs

**Occupation:** Permanent Secretary (Ag)

**Company:** Ministry of Housing and Urban Development

**Contact Number:** 624-3378

**Name:** Jade Johnson

**Occupation:** Maintenance and Logistics Officer

**Company:** Today’s Optical Limited (Optometrists Today)

**Contact Number:** 384-9147