ALICIA HARKISOON 3975122, 6799566

#6 Belmontes Road Gran Couva, aliciaharkisoon@yahoo.com

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| Professional Profile | | | |
| Maintenance of Financial Records of the division and Human Resource Functions | | | |
| * Compiling Absent Management and Return of Personnel Reports * Updating and maintaining the leave register * Dealing with HR and Accounts Queries for the Division * Maintenance of vote book | | * Checking and processing of Travelling vouchers and processing for submission for payment * Filing of documents pertaining to the Division and ensuring that copies are kept on file before originals are sent to Ministry * Assisting in the Preparation of Draft Estimates * Dispatching documents | |
| Professional Accomplishments | | | |
| Association of Business Executives (ABE)   * Diploma in Human Resource Management | | | |
| Institute of Administrative Management (IAM)   * Diploma in Human Resource Development | | | |
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| Work History | | | |
| Clerk I | Ministry of Public Utilities, Electrical Inspectorate Division | | 12th February 2010 - Present |
| Clerical Assistant (Tax Surveillance Unit ) | Ministry of Finance , Inland Revenue Division | | January 2009 – January 2010 |
| Clerical Assistant (OJT) | Williamsville Secondary School | | 2007-2008 |
| Education | | | |
| BA Human Resource Management | Australian Institute of Business. | | October 2011- Present |
| Certificate in Microsoft Office Applications | University of Continuing Studies | | Certificate | |
| Caribbean Examination Council (CXC) | CXC | | * English A – II * Mathematics – III * Social Studies – I * Principles of Business – II * Geography – III * Agricultural Science - I | |
| References | | | |
| Chief Electrical Inspector  Mr. Marlon Williams  48 Eastern Main Road, Arouca.  692-6549, 692-6550  Deputy Electrical Inspector  Mr. Kevin Baboolal  48 Eastern Main Road, Arouca  692-6549, 628-9500 ext 2005 | | | |