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| Laverne richards | |
|  |
| 18 Keskidee street | Morvant | 705-3149 | richardslaverne@yahoo.com |

15th September, 2015

**Massy Stores**

**RE: Part Time Cashier**

I would like to apply a part time cashier position preferably at the Westmoorings branch. At present I hold the position of Assistant Accountant at National Training Agency (O.J.T. Department) however due to unforeseen circumstances I am in need of extra income. I am a dedicated hard worker and I know I would be an asset to your company. I was previously employed with your company in 2004/2005 while pursuing studies at COSTAATT.

I recently completed my bachelor’s degree in Business Management and plan to continue studies in this field. I also have accounting qualifications such as an Associate Degree in Management Accounting and ACCA Level One. I am very hard working, competent and organized individual who can work well in both a team oriented environment as well as individually.

Attached is a resume and copies of certificates detailing my qualifications and experience for you perusal. If my application is considered I will be willing to accept an interview at any time convenient to you. I can be contacted at the above address or by telephone; Home (626-1117) or Cell (354-7147)

Thank you for considering me for the position.

Respectfully Yours,

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LAVERNE RICHARDS

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|  | 18 Keskidee street | Morvant | 354-7147 | richardslaverne@yahoo.com | |
| Objective | | |
| * *To obtain a position that has opportunity for development and  advancement in a team orientated atmosphere* | | |
| EDUCATION  ***Areef Ali & Associates Business Solutions***   * *Excel Secrets & Techniques in Management Reporting  Seminar June 2015*   ***School of Practical Accounting***   * *Advanced Taxation Awaiting Results Completed 6th December 2014*   ***School of Business and Computer Science***   * *BA (Hons) Business Management – University of Sunderland Completed January 2014* * *The Professional Certificate in Supervisory Management May 46h – June 16th 2014*   ***Trinidad and Tobago Chamber of Industry and Commerce***   * *Certificate of Participation “The National Insurance System” Completed April 2013* | | |
| ***Association of Chartered Certified Accounts (ACCA) Modules Completed in Level 2***   * *Taxation*   *Completed level 1*   * *Accountant in business* * *Management Accounting* * *Financial Accounting*   **College of Science Technology and Applied Arts of Trinidad and Tobago ( COSTAATT)**   * Associate Degree Management with Accounting   ***National Energy Skills Center & Ministry of Education***   * Certificate of Participation Computer Literacy * Certificate of Participation Microsoft Word Level 2   **Malick Secondary School (Caribbean Examination Council Exams)**   * English A Grade II * Mathematics Grade II * Principles of Accounts Grade II * Principles of Business Grade III * Social Studies Grade II | | |
| Employment History | | |
| Assistant Accounting Technician / Accounts Clerk / Finance Officer (Ag) | | July 2007 – present |
| * Ministry of Science Technology and Tertiary Education / National Training Agency (OJT Unit) * Supervision of Accounts Department * Assist in the preparation of financial statements, annual estimates and accounting reports. * Preparation of invoices, payment requests, purchase orders and related documents for approval. * Maintain accurate accounting records, updating files, reports and account balance. * Assist in the processing of stipend allowances of OJT Trainees for multiple regions. * Train, Supervise and Evaluate subordinates * Performed clerical and administrative duties as required. * Preparation of documents for the National Insurance Board and the Board of Inland Revenue * Preparation of Travelling Allowances and calculation of Mileage * Use of accounting payroll software MicroPay | | |
| Accounts Receivable Department | | November 2006 – June 2007 |
| John Dickinson & Company Limited   * Assumed the responsibility for ensuring debtors settle their debts when due. * Resolve any queries that customers may have with respect to invoices. * Meet monthly collection budgets set by management. * Use of accounting software Great Plains | | |
| Accounts Clerk | | June 2006 – November 2006 |
| E Couriers Limited   * Process debits to clients’ credit cards / handle rejected debits and customer queries. * Checking of courier collection and preparation of daily bank deposits. * Creating customer invoices and applying payments using Peachtree Accounting Software. * Recording of petty cash entries into log and verification of physical petty cash in hand to log balance. * Maintenance of client credit card database. * Use of accounting software Peachtree | | |
| Cashier | | July 2004 – March 2005 |
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| Hilo Foods Store   * Assumed the responsibility of accounting for large sums on cash * Exhibit strong customer service skills   ACTIVITIES   * Reading * Tutoring (Remedial Classes and S.E.A students) | |  |
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REFEREES

* Nicole Jones-Ifill F.C.C.A C.A, Technical Vocational Teacher 1V TVT IV Eldorado East Secondary School 798-3766
* Jacqueline Jones-Simon Principal St Dominic’s Roman Catholic School 624-1408