**SAMANTHA CORREIA**

**LP # 62 Corner of Alexander and Thomas Streets Tacarigua**

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**OBJECTIVES**

**To work with an organization to which I can contribute to its corporate goals and developments.**

**CSME**

**I am the holder of a Caricom Single Market & Economy Skills Certificate (CSME) from the Republic of Trinidad & Tobago**.

**EDUCATION**

**2012 University of the West Indies**

Certificate in Project Management

**2010 University of Guyana, Turkeyen Campus, Guyana**

Bachelor of Social Sciences (Bsc.) International Relations

**2004 College of Accountancy, Business & Science Studies**

DAC Easy Accounting

**2003 Accountancy Training Centre**

Certified Accounting Technician (CAT) - Level 1

**2002 Critchlow Labour College**

Certificate Industrial Relations & Social-Studies

**2000 Computer Knowledge Centre**

Certificate in Computer Studies

**North Ruimveldt Multilateral Secondary School**

CXC Certificate

**PROFESSIONAL EXPERIENCE:**

March 27th 2014 to October 30th 2015- Institute of Marine Affairs **Accounts Clerk**

* Management of the Green Fund Project i.e. Lion Fish, Beverage Container Bill Clean-Up and Turtle Hatchery.
* Submission of monthly and quarterly reports to internal heads such as Director and supervisor as well as the Ministry of Energy and Water Resources as it relates to said project.
* Processing of cheques using Peachtree accounting software.
* Assist in the distribution of cheques.
* Liaising with customers.
* Disbursement and Reimbursement of petty cash.
* Maintaining an effective filing system for petty cash vouchers & Green Fund project documents.

January 06 2014 to March 05 2014 Institute of Marine Affairs (3 Months Contract)

**Data Entry Clerk**

* Inputting of Green Fund project information into the computer whilst ensuring accuracy and correct balance.
* Photocopying and filing of documents related to the assigned project.

May 202013 to August 30 2013 Institute of Marine Affairs **Clerical Assistant**

* Creating an excel spreadsheet comprising of each department’s physical asset count.
* Ensured that the fixed asset register was up to date and any discrepancies identified.
* Ensured that the company’s fixed asset register matched and corresponds with the physical inventory taken by each department.
* Preparation of monthly status reports.

July 03 2012 – February 01 2013 Huggins Shipping & Customs Brokerage Ltd (Neal & Massy) **Accounts Receivable Clerk**

* Preparation of invoices in a timely manner.
* Reconciliation of customer’s account.
* Function as a switchboard operator (directing calls to the relevant personnel, intake & routing of mails, attend to visitors.
* Follow up on payments made by customer on their account.
* Filing.

June 06 2011- September 05 2011 Glaston Marketing Co. Ltd **Accounts Receivables Clerk**

* Recorded Cashier’s balance sheet and cashier’s daily log on computer using Microsoft excel spreadsheet.
* Ensured that all documents leaving the department were signed by the relevant personnel and were returned in a timely manner.
* Verified that all entries posted were correct and balanced according to source documents (deposit slips, computerized and manual cashier’s daily log and balance sheet).
* Reconciliation of customer’s statement of account.
* Liaise with customers to ensure that all monies owed for purchases were paid in a timely manner.
* Rectified inaccuracies made by staff on customers account such as (payments made by customer on invoices but not recorded on the computer)
* Filing of documents used by the accounts department such as Invoices, delivery notes, receipts, credit notes, deposit slips, cashier’s daily log and balance sheet.

November 02 1998- March 2011Ministry of Health- Central Supplies Unit **Accounts Clerk II**

* Ensured that quotations matched information on the purchase order.
* Prepared purchase orders for various departments within the ministry.
* Preparation & Distribution of Cheques.
* Monitored all tender bids that were advertised for the Central Supplies Unit (Materials Management Unit) division.
* Ensured that goods were delivered as specified according to contract.
* Verified that goods supplied as per contract was of the highest quality and standard.
* Ensured that suppliers were paid in a timely manner for goods supplied, according to tender contract.
* Documented and filed all contract and related tender documents
* Reconciliation of Stores Bin cards with stock ledgers.
* Ensured accurate documentation for goods entering & leaving Stores.
* Verified that all bills were completed with the correct documentations (Receipt, Stamps, and SRNs) attached.

**ADDITIONAL SKILLS**

Proficient in the use of Microsoft Office Suite & Office Equipment such as Scanner, Fax Machine, Photocopying Machine, Printer.