**Aytannya Nelson**

*#212 Eagle Drive, Phase 3, Malabar, Arima*

***331-2231 / 737-7686***

**aytannyanelson@gmail.com**

**OBJECTIVE:** To succeed in a stimulating and challenging environment, building the success of the organization while experiencing advancement opportunities.

**DATE OF BIRTH:** March 27th, 1979

**PROFILE** Female - Married

**QUALIFICATIONS*:***

***C.X.C. O’LEVEL***

**St. Francois Girls College**

*(September 1991 – July 1996)*  ***Grade***

Mathematics - 1

English Language - 1

Spanish - 11

Geography - 11

Craft - 11

***G.C.E. O’LEVEL***

Additional Mathematics - C

**Barataria Anglican Primary School**

*(September 1984 – July 1991)*

**WORK EXPERIENCE:**

***Balancing / Bulk Teller -* Scotiabank T & T LTD**

*(March 2015 – September 2015)*

*Duties Include:*

* Resolving problems or discrepancies concerning customers' accounts
* Explaining, promoting, and selling the bank’s products and services
* Managing team tellers and maintaining cash levels
* Providing Excellent Customer Service
* Training new staff when needed
* Ensuring that **ALL** sales targets are met with an above average ratio

***Accountant 2* - Water and Sewerage Authority**

*(October 2001 – December 2012)*

*Duties Include:*

* Processing all employee salary deductions fortnightly and monthly to financial institutions
* Processing employee payments (Salary increments, acting arrangements, allowances, timesheets, out of cycle payments)
* Processing of statutory payments (NIS, HS & PAYE)
* Preparing, signing, disbursing and clearing of employee payments and creditor cheques
* Petty Cash Holder
* Daily and monthly finance report

***Paging Operator* - Borde Communications**

(*June 1999 – July 2001)*

*Duties Include:*

* Effectively receiving and dispatching accurate messages via paging system
* Resolving Customer Complaints
* Providing Online Technical Support
* Display excellent phone etiquette
* Assist in training new employees in the phone system

**REFERENCES:**

1. Mr. **Steffen Jittan -** *Supervisor,*

*(Water and Sewerage Authority*)

**685-7626**

1. Ms. **Marsha Sooknanan** - *SNR Supervisor,*

*(Scotiabank T & T Ltd)*

**318-6505**