**MUWMINA RAMRUP-FRASER**

#1 School Street, Enterprise Village, Chaguanas\* (H) 868-665-5448\* **(C) 868-324-8028**

(E) minafraser@yahoo.com

**Professional Profile**

I am a dedicated and industrious office administration and accounting professional with over 5 years of experience working as an accounting expert as well as office support. I have a keen knowledge working with Microsoft Programs including Word, Excel and Power Point programs. I am detail oriented, meticulous and personable.

**Skills & Attributes**

• Meticulous and detail oriented

• Strong proficiency of Microsoft Office Programs

• Excellent written and verbal communication skills

• Expert accounts payable and receivable processing

• Responsible and conscientious

• Ensure proper product placement

• Strong sales and negotiating skills

• Attention to directions from location to location

**Relevant Work Highlights**

**Accounts Receivable & Payable Clerk/ Accounts Clerk**

• Meticulously ensured that due dates were met in a timely manner for payment

• Entrusted with preparing and filing records; auditing for accuracy as well as keeping confidentiality standards

• Responsible for the preparation and writing of checks- which were signed by dept. supervisor and financial controller

• Accurately entered data into the internal database system, ensuring 100% accuracy and accountability

• Responsible for the collection of past due bills and expenses with 100 % accuracy

• Prepared customized contracts and paperwork for clients and business partnerships

• Assisted with inventory operations for two main locations; Chaguanas and Port of Spain (Trinidad & Tobago)

• Accurately created and populated balance sheets

• Courteously answered phones and directed calls to appropriate departments

• Created correspondences for the accounts department as well as Company Financial Controller

**Relevant Work History**

Sept 2003- June 2006

Accounts Clerk & Part-time Receptionist

Pricesmart Inc. (Retail/Wholesale Company)

Trinidad & Tobago

June 2008 – Jan 2008

Accounts Payable Clerk

New India Assurance Inc. (Import/Export Business)

Trinidad & Tobago

May 2014- Nov 2014

Merchandiser/Promotions

Market Source Plus Ltd

United States of America

Mar 2015- presently

Accounts Clerk

CSF Couriers Ltd. (Courier/Shipping Company)

Trinidad & Tobago

**Education:**

**Oct 2013-current** *Westwood College, Los Angeles CA, USA*

Bachelor of Applied Science

Business Administration

**Sept 2003** *College Programs of Training, Chaguanas, Trinidad*

Computer Training (Literacy) 4.0 GPA

Relevant Courses Covered:

• Computer Basics, Keyboarding, MS Word, Access, Power Point, Excel

**Sep 1996-June 2001** *Holy Faith Convent, Couva, Trinidad*

Business Studies

* Maths 2
* English A 1
* English Lit 1
* POA 2
* POB 1
* OP 2
* Spanish 2