JENELLE KYDD-PUNTER

#1 Hosein Avenue, Hinkin Road, Cunpia, Trinidad

Tel: (868) 473-9697

Email: jkpunter@outlook.com

OBJECTIVE:

A self-motivated person who wants to be a part of a growth oriented organization.

EDUCATIONAL BACKGROUND:

* 1991-1998: Richland Park S.D.A Primary School, St.Vincent
* 1998- 2003: Girls’ High School, St.Vincent
* 2003-2005: North Eastern College, Sangre Grande, Trinidad
* 2007-2010: University of Southern Caribbean
* 2013- Present : University of the West Indies Open Campus

ACADEMIC QUALIFICATIONS:

* 9 CXC O’LEVEL (2003)
* Mathematics
* English Language
* English Literature
* Chemistry
* Biology
* Physics
* Spanish
* Geography
* Information Technology
* 2 A’Level (2005)
* Literature in English
* General Paper
* Pursuing BSc. Accounting

OTHER QUALIFICATIONS:

* Knowledge of Peachtree Accounting.
* Knowledge of Microsoft Office

EXPERIENCE:

* Teacher (South Caribbean Conference of S.D.A, Trinidad) 2005-2010
* Class Teacher for Standard 2
* Teacher (Freeport Private school) 2010-2011
* Class Teacher for Standard 4/5
* Teacher (Specialist Leaning Centre) 2011-2012
* Class Teacher for Standard 2
* Office Manager (Sparkle Company Limited) 2012-2014
* Prepare Invoices / Purchase Orders
* Roster Deliveries
* Monitor Credit Accounts (Issue Collection Letters etc. when necessary)
* Payroll
* Perform filing and other general administrative tasks.
* Administrative Assistant (Coosal’s Construction Company Limited) 2014-2015
* General Assistant to the Manager of the Main Stores Department
* Submit weekly pay sheets to the payroll department.
* Liaise with the Human Resource Department with regards to all new or current employees.
* Complete minutes for daily and weekly meeting.
* Compile and respond to email correspondence.
* Check the accuracy of all invoices for items received at the Stores department, prior to invoices being signed by Manager for submission to the Accounts department at head office.
* Prepare various requisitions.
* Perform filing and other general administrative tasks.
* Accounts Clerk (Low Cost Supermarket Munroe Road Ltd) Jan 2015- November 2015
* Check, verify and enter invoices into Peachtree.
* Analyze discrepancies in invoices.
* Monitor Credit Customers accounts.
* Update and maintain accounting journals and ledgers.
* Reconcile bank statements.
* Prepare payments for signature.
* Payoff invoices via Peachtree.
* Compile NIS and BIR Payments.
* Calculate prices for products based on VAT and mark up.
* Perform general filing and administrative tasks.
* Liaise with other departments /vendors.

Office Manager (Mass Intelligence Unit Security Ltd) Dec 2015- March 2015

* Oversee the daily operations of the office
* Supervise the Administrative Assistant
* Compile daily, weekly or monthly reports as requested by the Managing Director
* Generate clients Invoices
* Monitor credit customers’ accounts
* Issuance of contracts, job letters, Warning letters as necessary to employees
* Issue salary payments to employees via electronic transfer
* Address any concerns from employees with regards to salary issues or attendance
* Issuance of cheque payments
* Compile and respond to email correspondence
* Calculate & Complete forms with regards to NIS Contributions, PAYE, Health Surcharge, VAT payments, Green Fund Levy
* Perform filing and other general administrative tasks.

References will be provided upon request.