1. PERSONAL DATA

Name: Anselm Gregory St. George

Address: Lp. #7 Woodland Road,

**Cedar Hill Village,**

**Princes Town.**

## Trinidad and Tobago

**Telephone: (868) 655-9146 (home)**

**(868) 381-8250 (cell)**

1. **CAREER SUMMARY**

A*n experienced, computer literate, finance professional, with a proven track record. Result focused and has been recognised for high achievements. Committed to producing high levels of quality work. Working experience gained has engendered strong leadership, communication, organisational, motivational and marketing skills. Competent at both strategic and operational levels where core competencies and areas of expertise include: marketing, budgeting & forecasting, debt management, credit adjudication, debt collection, asset management, sales & service management, purchasing & supply management, HSSE implementation and supervision, supervision and development of subordinate staff and company secretary duties.*

1. **CAREER TO DATE**

**KFW Construction Services Limited 2010 – present**

KFW Construction Services Limited is a family owned business incorporated in 1996. The company’s core activities is providing precision machine shop services, welding and fabrication services, structural steel frameworks, labour supply and hiab rental. KFW Construction Services Limited is a registered contractor with Petrotrin, YARA, POWERGEN, Atlantic LNG and Trinity Exploration and Production plc. Positions held at the company are **Operations Manager/HSE Co-ordinator** and **Office Supervisor**. Implemented HSSE policies and procedures with the assistance of HSSE Consultants and acquired. STOW certification in 2013 (1 year), 2014 (1 year) and 2015 (2 years). Accountabilities include but not limited to soliciting new business; updating existing protocols and procedures for efficiency; debt collection; managing the procurement and logistics of assets; monitor the performance of the HSSE system and prepare various accounting documents, tenders, quotations and pre-qualification packages.

**Financial Consultant 2008 – 2010**

To provide professional financial services to private clients. Our primary focus is the development and the implementation of appropriate operational procedures and protocols which enhance the client’s ability to build value, manage risk and improve performance. Additionally, we perform various accounting functions such as completing personal/sole trader income tax returns, management performance appraisals and audit services.

**Works Credit Union Co-operative Society Ltd. 2005 - 2008**

Works Credit Union has over 8,500 members with offices in Port of Spain, Arima and San Fernando. Its twenty (20) employees are responsible for managing the assets of the Society, which is in excess of $100 million dollars. The core function of the Society is wealth creation for its membership through the delivery of convenient and enhanced financial service/products and prudent financial governance.

***Customer Service/Marketing Manager***

Joined the team as the Customer Service and Marketing Supervisor assigned to the Southern area. Due to my extensive banking experience initiated procedures and policies that improved the consumer credit activities. In the first 6 months of my tenure, membership was increased by 6%, a heightened awareness of Works Credit Union was created and a status upgrade to large category of Credit Unions was achieved in 2008. Functions include managing the daily operations of the customer service and marketing department, loan adjudication, monitoring of collection activities, the procurement of all office machinery and stationery supplies, liaising with suppliers and negotiating contracts and bids, promoting the Credit Union through various media sources, development and implementation of marketing strategies i.e. product champion, the development of a customer service and marketing policy, logistics, ensure proper maintenance of all the society’s assets; recommend, facilitate and encourage professional development for staff; design, conduct and evaluate surveys on products and services and provide support to the General Manager and Board of Directors with regards to the development, competitiveness and risk assessment of the Society’s business. I acted as General Manager from January 2008 - March 2008.

**Scotiabank Trinidad and Tobago Ltd. 1991-2004**

Scotiabankis an international leader in the financial sector having twenty-two (22) branches in the island of Trinidad and Tobago. It offers a wide selection of financial products and services provided by approximately 800 permanent employees.

***Senior Personal Banking Officer***

Responsibilities included the promotion of personal banking products (product champion for new products) and supervision and development of the administrative and service staff of the personal banking department. Additionally, promoted Alternative Delivery Products and referred opportunities for products not under our portfolio. Developed and maintained banking relationships with customers consistent with the Banks` standards. Accountabilities included the monitoring of the branch delinquency portfolio and conducting activities to reduce risk and loss. Increased the Retail Loans and Deposits portfolios’ by approving various lines of credit and acquiring new customers/businesses. In the capacity of a supervisor, I was able to identify and prevent suspicious transactions, which were deemed potential risks to the organization. My overall objective as a member of the branch team was to contribute to the retention, development and growth of profitable retail business, maintaining the highest level of customer service.

**Francis Wine Cellars 1989-1990**

***Marketing Executive***

Promoted and monitored the sales and distribution of Francis Wine products to increase customer base, market share and profits.

**San Fernando City Corporation 1985-1988**

***Clerk (Stores, Engineering, Payroll, Fish Market, Central Market)***

Performed duties in various departments, the most senior position being at the Fish Market. General accountability included the supervision of the daily operations (finance/resources) and ensuring proper adherence to the governing byelaws (conflict resolution). At the Engineering Department the responsibility required processing of requisitions, ensuring their authenticity and cost effectiveness. As the purchasing officer, duties included the procurement of corporation assets ensuring timeliness in filling orders, cost effectiveness and quality of items.

1. **EDUCATION / QUALIFICATION**

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| **Professional Qualifications**   * M.E.E.E.T (Certificate Level 1) 2012 * Mutual Funds Investment Accreditation 2002 |  |
|  |  |
| **Secondary Education**   * King’s Square Collegiate, Toronto, Canada - Grade 13 1984 |  |
| * Naparima Boy’s College 1983   **C.X.C**: English Language, English Literature, Mathematics, Geography  **G.C.E**: Mathematics, Physics, Chemistry, Biology |  |

1. **MAJOR ACHIEVEMENTS / ADDITIONAL SKILLS**

Highly computer literate with experience in Microsoft applications: Word, Excel, Access, PowerPoint and popular internet applications.

Pursuing **MEEET** Level 2

Certification in **PLC** maintenance (programming & hardwiring)

Ability to understand and speak basic Spanish.

Training in management, customer service and needs analysis selling skills.

**PLEA** Passport –June 2015.

Electrical Installation (Domestic) Certificate - U.W.I. Open Campus

1. **INTERESTS**

Past president of the St. Charles Community Centre.

1. **REFERENCES**

**Mr. Franklyn Parsotan**

Partner PriceWaterHouseCoopers Limited

11-13 Victoria Avenue

PORT OF SPAIN

623-1361/623-2428

**Mr. Russell Moosai-Maharaj**

Scotiabank Trinidad and Tobago Ltd.

Park & Richmond St.

PORT OF SPAIN

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