**ALEESHA MOHAMMED**

**19 CARONI SAVANNAH ROAD,**

**CHAGUANAS**

**TRINIDAD**

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**CAREER OBJECTIVE To be a part of an Organization that provides an atmosphere of mutual growth and benefits, where I can show my talent and potential and give valuable contribution in the success of the organization. Staff motivated, easily trainable and can work with little or no supervision.**

**MARITAL STATUS Married**

**EXPERIENCE**

* **DNA and Associates Ltd - Purchasing Officer / Administrative Assistant (Jan 2015 – Presently)**

**Duties Performed**

**Administrative – letters, memos, all directors’ arrangements.**

**Used inflow software to register and maintain inventory.**

**Created and maintain filing system**

**Manage and maintain facility upkeep**

**Order and maintain all office supplies and vehicles**

**Institute and guide procedures for smooth running of operations**

**Ensure payments were done on a timely basis**

**Correspond and negotiate with tentative suppliers**

**Purchasing – Wholesale and retail quantities**

**Personal Assistant – To CEO and directors**

* **Spear Marketing Ltd - Administrative Assistant (May 2014- August 2014)**

**Duties Performed:**

**Administrative – letters, memos, all directors’ arrangements.**

**Used inflow software to register and maintain inventory.**

**Created and maintain filing system**

**Manage and maintain facility upkeep**

**Order and maintain all office supplies and vehicles**

**Institute and guide procedures for smooth running of operations**

**Ensure payments were done on a timely basis**

**Correspond and negotiate with tentative suppliers**

* **VH Marketing: May 2012 – December 2013**

**Duties Performed:**

**INVOICING**

**Using Peachtree system, Creating Customer Sales Order, Sales Invoices &**

**Manuel Receipts, Taking orders phones, representatives, walk-in clients.**

**QUOTATIONS**

**Accepting Request for Quote via fax, email, phone, representative, Walk-in**

**Research Items – Locally & Foreign**

**Create Quotations via Peachtree Accounting (ie after mark-up and confirm shipping period).**

**ADMIN ASSISTANT**

**Knowledgeable in Word and Excel Programmes**

**Letters (Increase/Decrease), Warnings, Notices, Memos**

**To suppliers for delivery**

**To customers delay delivery to accept goods after delivery period.**

**To customer for payment after 60 day credit**

**Assisting President & General Manager of company with daily activities**

**PURCHASING**

**Receiving Purchase Orders from Clients**

**Retrieving Quotes**

**Placing Order with Supplier/Parent Company receiving confirmation of purchase**

**Forward documents for payments to Accounts & follow-up**

* **QPSL - Operations Manager Assistant – (February 2011 – March 2012)**

**Health and Safety Officer**

**Admin and HR Assistant**

**Time and Attendance / Payroll prep**

**Research and Advertising**

**Sales**

**Osha projects and implementations**

* **Ali’s Pharmacy – Manager (January 2005- August 2010)**

**Payroll – for Partime Staff**

**Ordering and Restocking**

**Reconciliation of cash drawers**

**Cash balance report**

**Preparation of Government Quotations and invoices**

**Inventory**

**Petty cash**

**Management of duties and completion sign off**

**Ensuring facility upkeep**

**Relief Manager – all location**

**General HR duties with staff**

**Suppliers scheduling**

**Returns and Credit Management**

**Expiry and new promotions management**

* **Plipdeco – Tally Clerk – (September 2003 – December 2005)**

**Tally movement of containers loading or off-loading from a vessel**

**Recording and data entry classification of containers**

**Invoicing**

**Filing**

**Surveying of containers**

**Checker – all entry and exits of containers**

**Recording of loose cargo**

**Shipping line invoicing**

* **Francis Fashions Shoe Locker – Cashier / CSR**

**CSR – 1999 – 2001**

**Receive goods**

**Display**

**Attend to customers**

**Code and pack stock**

**Cashier – 2001-2003**

**Register sales**

**Balance cash register**

**Do daily deposits**

**Inventory Reports**

**Prepare promotions and promo items**

**Payroll for part time staff**

**Data entry for all departments**

**Daily and weekly credit card and linx transactions.**

**QUALIFICATION**

**Mathematics General Proficiency III**

**English General Proficiency III**

**Principle of Business General Proficiency III**

**Agricultural Science General Proficiency II**

**Biology General Proficiency III**

**Computer Literacy Grade A**

**Early Childhood & Nursing Human Biology Grade A**

**REFERENCES**

**MRS. JASMINE SINGH MS. STACY MADHOO**

**Francis Fashion Shoe Locker Supervisor**

**Phone: 665-2846 Phone: 477-9142**

**MR. VISHAM RAMPAUL MS. AMANDA PARASRAM**

**V.H. MARKETING HR Officer**

**Manager Phone: 329-1221 / 672-8085**

**Phone: 290-3493, 365-7569**

**MR. NAVIN GOOKOOL**

**Chief Financial Officer**

**Phone: 290-3443**

**MR. RICHARD BUSBY**

**Director**

**Phone: 307-8741**