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| USHA KHUBLALL |  |
| CORNER OF WATTS AND EVANS STREET, CUREPE |
| 868-331-6625 ▪ ahsu5185@gmail.com ▪ |  |

Objectives

Seeking a part-time or long-term position specifically in the Accounting Department.

Experience

Optometrists Receptionist

▪ 2009 - 2010

**Visual Eyes** ▪ 167 Southern Main Road, Curepe

* Pre-screened patients by testing blood sugar, blood pressure and cholesterol levels.
* Measured internal pressure of patients’ eyes, curvature and range of focus.
* Scheduled appointments, created confidential records of new patients and assisted with frame selection.
* Instructed contact lens use, care and color selection.
* Balanced cash book daily.

Librarian

▪ 2012 - 2014

**Don Miguel Hindu School** ▪ Don Miguel Road, San Juan

* Organized and maintained new and donated collections.
* Oversaw refurbishment of library.
* Coded, classified and cataloged publications based on the subject matter and the standard library classification systems.
* Generated and updated database of books moving in and out of library.
* Assisted with ICT equipment ensuring proper use.
* Explained library policies and use of facilities.
* Distributed printed information from the Ministry of Education to students and staff.
* Attained over $15,000 in donated funds from student body for Family Day.
* Provided research support to teachers.
* Supervised student activity during library visit.

Administrative Assistant

▪ 2015 - 2015

**Island Real Estate Ltd** ▪ 37 Paria Avenue, Glencoe

* Designed and created company’s Google, Facebook Business page, Instagram
* , LinkedIn and YouTube accounts.
* Updated Business page on regular intervals.
* Sourced and supervised videographer on property sites.
* Provided other agents with customer listings.
* Uploaded new properties to Realtor Website.
* Created watermark for photos and designed flyer using Photoshop.
* Liaised with agents and property owners to view and sell property.
* Used Access database to store and retrieve information.

Accounting Assistant

▪ 2015 - 2016

**Regent Star Hotel** ▪ 118-119 BWIA Boulevard, Piarco

* Received and processed all suppliers’ invoices for cash and check payments.
* Ensured goods received met quality criteria.
* Requested credit notes where needed for returns.
* Confirmed changes in VAT was applied to all invoices.
* Recorded and monitored all dry goods leaving the inventory.
* Authorized check payment and petty cash vouchers.
* Collected large check payments and remittances from airline companies.
* Maintained balance in cash flow by monitoring checks and cash disbursed daily.
* Created spreadsheets for drivers’ gas expenditure and client’s outstanding balance.
* Retrieved system report of general ledger summary for analysis.
* Prepared data for senior accountant to create financial statements.
* Audited invoices made out to companies and verified accuracy of charges in USD.
* Performed basic book-keeping of visa, linx, cash and check transactions daily.
* Reconciled accounts payables and receivables.
* Posted all transactions to Sage50.
* Kept track of employees advance and amounts due.
* Oversaw restaurant staff during large functions and periods of staff shortage.
* Filed invoices for future reference.
* Sorted all incoming and outgoing mail.
* Collected time log of employees for payroll officer.
* Adhered to company’s protocol respecting confidentiality of all information in the department.

Skills

* Knowledgeable in using Microsoft Office, Excel, Access, PowerPoint, Publisher.
* Proficient in using Sage50 (Peachtree).
* Ability to work in a team to complete projects.
* Capable of working without supervision.
* Experienced in supervising employees.

Education

**Lakshmi Girls’ Hindu College**

2008 ▪

* Mathematics, English, Spanish (grade 1)
* Business, Accounts, Biology (grade 2)
* Chemistry (grade 3)

**U.W.I. Open Campus**

2011 ▪

* Pre- Science & Agriculture Completion.

**S.B.C.S.**

2016 ▪

* Currently enrolled pursuing Business Management.

References

*Colin Adam,* Supervisor of Distributions NP | *Shivana Sharma*, Principal SDMS Don Miguel Hindu

868-686-7772 868-672-8529

*Jovelle Donaldson,* Researcher and Trainee Psychologist at UWI Family Development

868-752-9307