**ZAHRA DAVID**

LP#10, Mc Kenzie Drive,

Pt. Cumana, Glencoe.

Telephone: 385-9778/ 485-9467/472-5002

Email: zahradavid@rocketmail.

I am writing to be part of the hospitality team. I am a highly capable professional with over 7 years of customer service experience. My background, along with my ability to learn quickly and efficiently, will enable me to be a valuable part of your team.

My knowledge of computers, which enables me to pick up new systems quickly, work independently, work with a team, and efficiently make me a perfect fit for your opening. I possess an uncanny ability to build rapport and relationships with internal and external customers. I can solve problems, quickly and precisely, which has resulted in sales increases in my previous positions.

My business skills, attention to detail, and general aptitude all have served me in my previous endeavours which have shaped me into an excellent administrator. I am always looking for a way to improve results. In addition to my work, I have always been looked to for decision making.

I have enclosed my resume to display my past achievements, as well as to demonstrate how I can be a valuable part of the team.

Thank you in advance for your consideration and time.

Respectfully,

…………………………………………….

***Zahra David***

**ZAHRA DAVID**

LP#10, Mc Kenzie Drive, Pt. Cumana, Glencoe.

Telephone: 385-9778/ 485-9467/472-5002

Email: zahradavid@rocketmail.com

**PROFILE:**

I am a friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. I am seeking a position where I can develop and excel while giving my best to an employer.

**PERSONAL EXPERIENCE:**

September 2014 – May 2016

**LEX CARIBBEAN INTERNATIONAL LAW FIRM**

*Accounting Assistant*

* Assisting Accountant with monthly statements generated by using the PC Law
* Cash flow statements / Keeping track of petty cash
* Entering Vendor’s Invoices to Correct GL accounts and job ledgers.
* Generating and Writing disbursement cheques.
* Filing Paid Vendor’s Invoices, statements and any other Vendor documents.
* Bank Reconciliations / Suspense Account
* Generating invoices and statements.
* Banking of Deposits.
* Collection of Accounts Receivable.
* Posting of TT daily deposits.
* Ensuring all cheques and deposits are posted.
* Posting all Bank Charges and authorized bank debits.
* Liaises with all staff as necessary to ensure smooth functioning of all operations

October 2012 –August 2014

**CL MARINES ENGINEERING SERVICES LTD**

*Accounting Assistant/Payroll Clerk*

* Assisting Accounts posting and report preparation by using the Peachtree Software
* Assisting Accounts Payables by handling all billing enquiries, payments and vouchers.
* Assisting in bank reconciliation
* Ensuring compliance to the company’s Purchasing Order System
* Maintaining company invoicing and cash receipts
* The data entry of the fortnightly and monthly payroll
* Filling out of the National Insurance Board Form
* NIS, TD4’S, PAYE Calculations and VAT Returns
* Resolves payroll discrepancies, compile hours and hand out pay cheques
* Maintains employee confidence and protects payroll operations by keeping information confidential
* Maintain Department records and reports
* Assisting Executive management as needed

July2012- October 2012 **Zanzibar**

***Hostess***

* Customer Service Representative

July.2008- July2012 **TRADER JACKS HOLDINGS LTD.**

***Hostess/Server***

* Customer Service Representative

**EDUCATION:**

Sept2002-July2007

**SOUTH EAST PORT-OF-SPAIN GOVERNMENT SECONDARY**

*GCE’O’ Levels / CXC / CSEC*

* Principles of Accounts (2)
* Mathematics (3)
* Clothing and textile (3)
* English (2)
* Office Administration (3)

**SCHOOL OF PRACTICAL ACCOUNTING**

*Certificate of completion in computer literacy:*

* Microsoft Word
* Microsoft Excel

**SCHOOL OF PRACTICAL ACCOUNTING**

*Certificate of completion in an Apprenticeship Programme in Practical Auditing*

**ABE**

*Business Management Diploma Level IV*

**Currently: ACCA- ASSOCIATION OF CHARTED CERTIFED ACCOUNTANTS**

*F1-Accoutning in Business*

*F2- Management Accounting*

*F3-Financial Accounting*

**TRAINING:**

**Employer’s Consultative Association of Trinidad and Tobago**

*Responsibilities and Requirements of Employers and NIS Calculation and Deductions Made Easy.*

**Association of Chartered Certified Accountants**

*Ethics, Professional Responsibility and Morality*

**GROUP:**

**Breaking the Silence Ministry**

*Hospitality and Accountant*

**REFERENCES:**

**Name:** Deena O Connor **Name:** Cheryl Joseph

**Position:** Supervisor (Zanzibar) **Position:** Assistant Accountant

**Phone Number:** 634-3346 **Phone Number:** -634-4127 ext 2227

**Mobile Number:** 762-3267 **Mobile Number**: 344-8711