**Results-driven and well organized professional** who is articulate with excellent interpersonal skills including active listening, assessing needs, understanding issues, analysing options and providing timely helpful solutions. Adept at working in fast pace environments.

**Education**

**University of West Indies 2016**

*(Presently registered for the next semester commencing August 2016)*

BSc Management Studies (Human Resource Management)

**Pass Limited 2015**

Certified Accounting Technician (CAT)

* Ma1 – Management Module
* Fa1 – Financial Module

**Vessigny Government Secondary 2009 - 2014**

# *Ordinary Level Passes*

English A **ONE**

Principles of Accounts **TWO**

Theatre Arts **TWO**

Principles of Business **THREE**

Mathematics **THREE**

Food and Nutrition  **THREE**

**Technical Summary**

Operating Systems: Windows 7, Windows 8

Packages: Microsoft Office

**Professional Experience**

**Jebode Constructions 2015 – 2016**

Accounts Clerk

* Update database with all related time and attendance information of employees and company’s monthly expenses
* Processing of weekly payroll to employees and preparing their payslips
* Preparation of cheques for payment to suppliers and employees

**M&J Printers 2015**

Office Administrator

* Assist manager with daily administrative duties
* Customer Service
* Filing and Copying

**Toymart Limited 2014**

Cashier

* Process customer orders and payments
* Assist in the day-to-day operations of the organisation

**References**

**Mrs. Kay Permell**

Teacher

Mobile (868) 389 7996

**Mrs. Janelle Phillip**

Supervisor

Mobile (868) 473 9806