**RESUME.**

**NAME:** Mary.J.Moreno.

**ADDRESS:** LP#31 Los Armadillos Road Guaico Tamana.

**CONTACT NO:** 323-5933.

**EMAIL ADDRESS:** mary07926@gmail.com.

**DATE OF BIRTH:** 04/08/1998.

**MARITAL STATUS:** Single.

**PROFESSIONAL SUMMARY:** Deadline driven, completes accounting activities with accuracy and within the time frame given. To gain extra knowledge in the field of accounting in order to become a more diligent and hardworking auditor or future ACCA accountant. Furthering my qualifications to obtain another position in my workplace.

**QUALIFICATIONS:** 2009-2014.

CXC General Proficiency.

English A- Grade 1.

English B- Grade 3.

Integrated Science- Grade 3.

Mathematics- Grade 3.

Office Administration- Grade 3.

Principles of Accounts- Grade 2.

Principles of Business- Grade 2.

Social Studies- Grade 3.

**WORK HISTORY:** None.

**SKILLS:** Received two special awards at my graduation ceremony in the areas of English Language and English Literature along with an additional award for invaluable contribution towards the hospitality club. I completed my first semester in the FIA/ACCA diploma level along with the completion of 2 short courses which S.B.C.S. offers in the areas of MS Excel and Critical Thinking and Study Skills.

**REFERENCES:** Jankie Singh- Teacher at Northeastern College, Sangre Grande.

Contact No: 369-0288.

Desmond Lum York - Senior Course Administrator/Lecturer at School of

Business and Computer Science Ltd.

Contact No: 785-3561.

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MARY MORENO.