‍‍Natasha Plaza

181 Fern Drive La Florissante D’abadie| 375-1350  tash2plaza@live.com

Objective

* My desire is to work in an environment which would allow me to utilize and develop my skills and make a valuable contribution toward the achievement of the strategic goals of your organization.

Education

College of science, TECHNOLOGY and applied arts of trinidad and tobago Sept 2014- present

Currently pursuing an Associate’s Degree in Social Work

univeristy of the west indies continuing studies Oct 2014-February 2015

Counselling Adolescents Certificate

**MINISRTY OF HEALTH TRAINING UNIT 26th-27th January 2011**

RegistrySystems & Procedures

**CARIBBEAN SECONDARY EXAMINATION COUNCIL ORDINARY LEVEL**

English A – II

Principles of Accounts – II

Principles of Business – II

Social Studies - II

Mathematics - III

Experience

Batching Clerk MINISTRY of Health July 2016 - present

Sorting bills and salaries for payment

stores clerk ministry of health june 2008 – july 2016

Issuing and receiving stock. Verifying receivables against orders and report discrepancies to suppliers. Packing and arranging of goods in an orderly manner. Maintain cleanliness of the stock room. Solving queries with respect to suppliers. Maintain simple accounting records (passing bills for payment). Simple HR recording (sick leave, vacation leave etc.)

**CLERK I MINISTRY OF HOUSING SEPT 2007-JUNE2008**

Record employees now entering the ministry on computerized system and manually. Retrieve files as requested. Maintain a file movement system. Prepare staff reports for employees for distribution to various heads of section. Maintain a small storeroom.

**CLERK I MINISTRY OF AGRICULTURE APRIL 2007-JUNE2008**

Record commitments of suppliers/ vendors in Vote book. Reconciliation filing

**MESSENGER FAUSTIN SHIPPING COMPANY DEC 2006**

Makes deposits in bank and pays bills

**BILLING AUDITOR CLAIR MEDICAL MAY 2005-2006**

Records items used by patients on wards, emergency room and in surgery. Maintain small stock room on wards.

**ACCOUNTS TRAINEE (OJT) MINISTRY OF FINANCE JUNE 2004 – NOV 2004**

Simpleaccounting practices ( double checking bill balances)

**OFFICE ASSISTANT TRINIDAD AND TOBAGO REGISTERED NURSES ASSOCIATION 2003- 2004**

Prepared tea and coffee for members of the association. Prepare conference room for monthly meetings. Performs the duties of a messenger when necessary. Maintain a small stationery cabinet. Receives and makes telephones called based on instructions