*Janyneal Paul*

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| --- | --- | --- |
| Profile | | |
|  | *To become aligned with and promote an organization with clean, strategic policies, strong customer based and focused so that I can strive toward long term loyalty and commitment as well as professional and personal development and growth.* |
| Education  Enrolled **School of Practical Accounting**  *Certificate in Junior Accounting*  2007- 2008 **College of Professional Studies**  *CXC English and Office Administration*  Professional Training  2009 **School of Practical Accounting**  *30 hour HSE Industry*  2010 **School of Business and Computer Science**  *Professional Certificate in Office Administration*  2011 **Emergency Solution**  *First Aid and CPR*  *2011* **Laventille Technical Institute**  *Computer Literacy*  *2012*  ***Sital***  *Certificate in Text Production*  *Certificate in English for Business*  *2015*  ***Training & Logistics***  *Defensive Driving* | | |
| Key Skills | | |
|  | *Good written and verbal communication.*  *Computers and Software: MSWord, PowerPoint, and Excel.* |
|  | |  | | --- | | *Advanced customer service* | | *Knowledge of office equipment* | | *Proficient data entry skills*  *Expert office skills* |      |  | | --- | | *Strong filing ability* | | *Excellent use of multi-line telephone* | |  | |  | |
| Experience  Presently | | |

**Fineline Distribution Ltd.**

**Inventory Clerk**

* Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in the organization: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using computer
* Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory
* Prepares reports, such as inventory balance, price lists, and shortages
* Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems
* Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports
* Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves
* Enter GP transaction for all transfer to other sites
* 100% accuracy in performing data-entry and relevant activities.
* Timely preparation of documents as and when required.
* Enter data for production scheduling, stock replenishment/relocation and inventory adjustments
* Transferring of merchandise
* Supervising the loading and offloading of all containers and prepare report to management ensuring that all issues/discrepancies are clearly stated.
* Drafting of SOP for Warehouse Department

February 2015 to February 2016

***Sierra Support Services (Trinidad)***

***General Administrator***

* First point of contact for all stakeholders
* Responsible for all Travel arrangement for Sierra’s Expatriate Staff.
* Coordinate Hotel arrangement for all employees
* Develop, created and maintain the Mobile Phone and Tablet Tracker.
* Responsible for telephone switchboard
* Prepare Purchase Orders for approval
* Setting up meeting for Operations Manager
* Timely preparation of documents as and when required.
* Proper maintenance of filing and records at all relevant times.
* Procurement of all Office Supplies
* Requesting and ensuring the receipt of supplier’s quotation and outstanding invoices for all open Purchase Orders.
* Ensuring all Purchase Order generated and Supplier Invoices reach Accounting department in a timely manner.

January 2014 to February 2015

***Caribbean Dockyard & Engineering Services Limited***

***Stores Administrator***

* Supporting the day to day administrative and clerical functions of Stores and Inventory Department.
* Conducting necessary follow up with suppliers in order to ensure compliance with procedures/policies as outlined in QMS and maintenance of Approved Supplies listing.
* Assisting with writing of Purchase Orders as directed/ required and ensuring that same are approved by authority.
* Requesting and ensuring the receipt of suppliers quotation and outstanding invoices for all open Purchase Orders.
* Ensuring all Purchase Order generated and Supplier Invoices reach Accounting department in a timely manner.
* Assisting with Inventory Receiving Reports.
* Performs all such other work related duties as and when assigned/directed.
* Assistance with compilation of reports, briefs/ packages and other documents as and when requested/ directed.
* Assist with ensuring the Department's compliance with the relevant ISO QMS system procedures and Key Performance Indicators thereof.
* Ensuring that the reception station is staffed in the absence of the receptionist.
* 100% accuracy in performing data-entry and relevant activities.
* Timely preparation of documents as and when required.
* Proper maintenance of filing and records at all relevant times.

May 2013 to December 2013

***CLX Health and Fitness Centre Ltd.***

***Front Desk Clerk/ Reception***

* Registration of new members
* Checking in and renewing membership
* Liaising with the public via telephone and on a one to one basis.
* Filing Registration forms
* Bookings member for classes
* Checking and balancing stock after shift
* Reordering stock
* Balancing cash after shift

January 2012 to May 2012

***Oscar Francois Limited***

***Data Entry Clerk/Billing Department***

* Compare prices on purchase orders from key accounts and identify differences with the system prices.
* Delete items with price discrepancies.
* Alert Billing Supervisor of any missing Purchase orders or Fulfillment orders
* Ensure all key account orders are logged and signed off as having been check and delivered
* Check copies of logs against originals to ensure all pages are returned
* Ensure the GP orders are received for all faxed purchase orders
* Ensure all purchase orders are received on time
* Record all incoming Purchase orders and ensure traceability to picking personnel
* Enter GP transaction for all transfer to other sites
* Processing of Daily and Monthly reports

September 2011 to January 2012

***Warehouse Attendant***

* Picking of orders.
* Updating bin cards.
* Entering goods into picking stock.

December 2008 to February 2011

***Ministry of Works and Transport, Project Management Unit, Programme for Upgrading Roads Efficiency***

***Clerical Assistant***

* Liaising with the public via telephone and on a one to one basis.
* Assist technical staff with typing of various documents using MS Word and Excel.
* Operating basic office machines such using the fax, photocopying, scanner, binding etc.
* Maintaining proper records keeping – Incoming and outgoing correspondence.
* File maintenance- Opening and closing files, folioing documents etc.

January 2006 to April 2006

***Micles***

***Cashier/Sales Clerk***

* Requisitioning goods
* Stocking Inventory
* Customer Service