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| Curriculum Vitae |  | | |
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| Personal information |  | | |
| First name(s) / Surname | Stefan Ferreira | | |
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| Telephone(s) | 868 - 274-2330 |  |  |
| E-mail | ferreirastefan@ymail.com | | |
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| Nationality | Guyanese / Holding a CSME in TT | | |
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| Date of Birth | 02.02.1980 | | |
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| Gender  Languages | Male  English | | |
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| Work Experience | 18 years | | |
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| **Name and address of employer** | Guyana Revenue Authority, Internal Revenue ( full time ) 1997 – 2016 | | |
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| **Occupation or position held**     |  | | --- | | **Dates** | | **Occupation or position held** | | **Main activities and responsibilities** |   **Type of business or sector**  **Duties** | Senior Clerk / Supervisor    Public  On my last position my duties were :  Checking of revenues collected daily for customs and internal revenue.  Check petty cash  Check daily license revenue collected  Supervise customs , internal revenue and revenue license cashiers  Issue of taxpayer individual number (TIN)  Inspection of vehicle for transfer, change of engine, colour or use, new registration number  Input and approval of individual income and property tax return in the system  Check time, lateness and absent report  Any other duties requested by the Officer in Charge. | | |
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| Education and training | * Farley Nursery School 1983- 1985 * Rose Hall primary School 1985 – 1990 * Corentyne Comprehensive High School 1990-1996 * Dorasami Computer Science School 1999 * New Amsterdam Technical Institute 2007 * The School of Business and Computer Science ( SBCS ) Presently Student/ pursing ACCA ( level 1)   . | | |
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| **Title of qualification awarded** | Caribbean Examinations Council Secondary Education Certificate ( CXC) 1996/ 1997  Diploma in basic computers science 1999  Diploma in Computer science 2007  Pursuing Level 1 ACCA presently | | |
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| **Courses** | * Workshop in Costumer Care 2003, 2005 & 2008 * Workshop in updates of Revenue system * Customer Service and cashier upgrade system 2011 | | |
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