KRYSTAL MELISSA MOHAMMED

**#867 ARUNDO AVENUE,**

**ROYSTONIA, COUVA**

**339-8043**

**krysy208@yahoo.com**

**QUALIFICATIONS:**

OMARDEEN SCHOOL OF ACCOUNTANCY LIMITED

JUNE 2016 ACCA QUALIFIED

PLEASANTVILLE SENIOR COMPREHENSIVE SCHOOL

JUNE 2003 ADVANCED LEVEL

BUSINESS STUDIES D

ECONOMICS D

ACCOUNTING E

JUNE 2001 CARIBBEAN EXAMINATION COUNCIL

ENGLISH A 1

OFFICE PROCEDURES 1

PRINCIPLES OF ACCOUNTS 1

MATHEMATICS 2

PRINCIPLES OF BUSINESS 2

TYPEWRITING 2

SPANISH 3

**OTHER QUALIFICATIONS**

THE INSTITIUTE OF INTERNAL AUDITORS

TRINIDAD AND TOBAGO CHAPTER

SEPTEMBER 2012 “The Audit Process: From Planning to Reporting”.

UNIVERSITY OF THE WEST INDIES

DECEMBER 2010 SUPERVISORY MANAGEMENT B

U.W.I. SCHOOL OF CONTINUING STUDIES

AUGUST 2008 COMPUTER LITERACY A+

NATIONAL ENERGY SKILLS CENTER AND MINISTRY OF EDUCATION

JULY 1998 COMPUTER LITERACY

SOFTWARE KNOWLEDGE

* GREATPLAINS ACCOUNTING SYSTEM
* PEACHTREE ACCOUNTING SYSTEM
* PARAPAY PAYROLL SYSTEM
* DYNAMICS PAY PAYROLL SYSTEM
* MICROSOFT OFFICE (EXCEL AND WORD)

**EXPERIENCE**

NORTH CENTRAL REGIONAL HEALTH AUTHORITY

AUDIT SUPERVISOR (AG.)

* SEPTEMBER 26, 2014 - PRESENT
* APRIL 08, 2014 – JUNE 30, 2014
* NOVEMBER 12 – DECEMBER 02, 2013
* AUGUST 27 – SEPTEMBER 30, 2012

DUTIES INCLUDE:

* Planning of Audit Methodologies and preparing Audit Programmes.
* Analyzing Audit evidence to form an opinion on the System in operation.
* Preparing Audit Reports for submission to the Chief Audit Executive with feasible and realistic recommendations to improve operations and ensure Value for Money.
* Conducting Follow-up Audits to ensure proper implementation of Audit’s recommendations.
* Supervising and delegating Audit Assignments to Audit Assistants.

AUDIT ASSISTANT, INTERNAL AUDIT DEPARTMENT

NOVEMBER 2007 – PRESENT

DUTIES INCLUDE: Executing Financial and Operational Audits as stated in the audit plans/programmes as well as preparing an Examiner’s Report on whether the internal controls are operating effectively and making recommendations for improvements.

WORK DONE:

* Review and evaluate the overall accounting and operational controls and assist in the same for computerized systems.
* Execute assignments based on the approved Annual Audit Plan plus special projects assigned.
* Draw conclusions and make appropriate recommendations to improve the efficiency of the administrative, operational and financial systems, procedures and controls.
* Prepare an Examiner’s Report indicating all findings and make appropriate recommendations for improvement.
* Participate in exit meetings and communicate audit results to the relevant Auditee.
* Examine all records and files as required in the conduct of the Audit at various locations where these records are held.
* Participating and if required leading a review of the inventory.
* Perform spot checks on inventory, records, fixed assets and physical stock held at any location within the organization.
* Conduct cash surveys on Revenue and Petty Cash Floats.
* Audit Payroll, Accounts Payable, Accounts Receivable, Credit and Collections, Pensions, Arrears and the Human Resources Department.
* Perform Financial, Systems and Operational audits.
* Any other related duties as assigned by the Audit Supervisor and/or Audit Manager.

MINISTRY OF FINANCE

CLERK I/CASHIER, CASHIER’S DEPARTMENT

FEBRUARY 2005 – NOVEMBER 2007

DUTIES INCLUDED: Maintain a Cheque Register on a daily basis, balance cheques, prepare bank lodgment slips for deposits to Central Bank, Balance receipts against Cashier’s Daily Transactions, receive cash and cheques from taxpayers and balance cash and cheques at the end of the day, prepare description slips for taxpayers, assist taxpayers with queries.

MINISTRY OF LABOUR

ON THE JOB TRAINEE

MARCH 2004 – DECEMBER 2004

As an OJT, I worked at the Telecommunications Services of Trinidad and Tobago (TSTT) for six (6) months and at the VAT Administration Building for four (4) months where most of my time was occupied filing and observing the work of others.

**GOALS:**

TO WORK IN A DYNAMIC ENVIRONMENT WHERE THERE IS ALWAYS A LEARNING EXPERIENCE TO LOOK FORWARD TO AND TO ENHANCE MY ABILITIES AND SKILLS TO BE THE BEST AT WHATEVER I MAY PROSPER.

**REFERENCES:**

Ms. Carina Singh

Chief Audit Executive

North Central Regional Health Authority

Eric Williams Medical Sciences Complex

Mt. Hope

Champ Fleurs

713-3013

Ms Sunita Basdeo-Maraj

Supervisor

Cashiers’ Unit

Inland Revenue Division

Board of Inland Revenue

Ministry of Finance

474-2509

Mr. Dereck Soobransingh

Managing Director

SDS Insurance Brokers Ltd.

San Fernando

756-9190

Krystal Melissa Mohammed

#867 Arundo Avenue

Roystonia

Couva

September 30, 2016

**Human Resources Department**

**Massy Stores**

Dear Sir/Madam,

I am applying for a suitable positionwithin your Internal Audit Department. I am ACCA qualified and currently performing the duties of the Audit Supervisor at the North Central Regional Health Authority’s Internal Audit Department. I attached a copy of my résumé for your kind consideration.

I practice ethical qualities in whatever endeavors I may pursue and consider myself to be highly disciplined. I possess excellent communication as well as interpersonal skills and I am a very dedicated individual. I am confident that my qualifications and qualities will enable me to be an asset to your organization. I am available to meet with you upon your request and am anxiously awaiting your reply.

Yours respectfully,

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Krystal Melissa Mohammed