**CHARLOTTE A. M. LINDOW**

PO Box 1462

92A Wrightson Road

**PORT OF SPAIN**

**Phone**: 868-761-6523

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**Work Experience**

**May 2014 To Nov 2015 - Payroll /Administrative Assistant  
Coloured Fin Limited (1 Yrs - 6 Months)**

* Updating and Filing of all suppliers documents received
* Processing and paying of all suppliers invoices (Peachtree system)
* Reconcile, label and upkeep of full inventory system hard and soft copy
* Monthly purchase of groceries ,cleaning supplies for office
* Typing and processing of all administrative documents( Job, Reference, Vacation, Sick, Travel and Custom )

**May 2008 – September 2011- Accounting Assistant**

**Restaurant Holdings Limited – Franchisee of Burger King & Popeye Restaurants**

* Prepare all Restaurant Staff Payroll including Weekly, Fortnightly and Monthly {16 restaurants}
* Maintain up to date records of all Restaurant Staff as per payroll system {EZ-PAY}
* Handle all queries re restaurant staff payroll
* Processing and update of all Leave entitlement
* Enter all payroll journals to General Ledger
* Liaison re payroll package provider
* Processing of all monthly statutory payments {NIS, Health Surcharge and PAYE}.
* Processing and distributing of all pay slips

**May** **2006 - April 2008 – Payroll Assistant**

**Penta Paints Limited**

* Preparation of Weekly, Fortnightly and Monthly Payroll {EZ-PAY system}
* Reconciliation of all payrolls before processing
* Processing of pay slips
* Handling of all payroll queries
* Processing and reporting of all Employee Leave entitlement
* Processing of all statutory and other deduction payments {NIS, Health Surcharge, PAYE, Hire purchase payments and all other Standing Orders}
* Filing and maintaining of all payroll files and all other related documents

**February 2006 – April 2006 – Administrative Assistant**

**Federal Express Limited {FEDEX}**

* Foreign Payables – Processing of all invoices
* Preparing and processing of all Airway Bill documents for shipping
* Preparing of minutes re weekly meetings
* Reconciliation of Foreign suppliers accounts

**February 2004 – February 2006 – Human Resource Assistant I**

**Amalgamated Security Services Limited**

* Processing of all Leave Benefits { Maternity, Sick, Casual}
* Preparation of Job Letters
* Maintain Monthly Staff Attendance records
* Processing and issuing of Late Arrivals, No Pay and Transfer Letters
* Processing and up keep of Health Benefits re Company Group Health Plan
* Manage the Personnel Data Base System{Access Based}

**February 2002 – January 2004 – Accounts Clerk**

**Securicor Services Limited**

* Preparation of fortnightly payroll and addressing payroll queries {C-PAY system}
* Bank reconciliation and Pay-over (preparation of all employers contribution and employees
* allotment) of payroll
* Preparation of Accounts payables, receivables, petty cash and general ledger invoices and journal payment vouchers
* Foreign payables and end of month bank reconciliation
* Prepare bank drafts and wire transfer for payment to foreign customers

**July 2001 – December 2001 – Warehouse Assistant**

**Elite Limited – Industrial Estate**

* General Administration {filing, processing of all invoices}
* Cash processing re purchasing {ACCPAC Accounting package} – receipts, billings purchase orders and invoices
* Handling of all customers queries and sales transactions
* Routine Human Resource Functions

**March 1996 – May 2001 – Administrator**

**St. Paul Street Multi – Purpose Facility Company Limited (Ministry of Sport & Youth Affairs)**

* Perform all Human Resource and Administration Functions
* Processing of payroll, maintenance of cash book and overseeing of all other related accounting duties
* Marketing the Company’s services and responsibility of increasing business
* Liaise with potential clients and required on-site visits

**April 1995 – February 1996 – Payroll Clerk**

**Mega Brite Industries Limited**

* Preparation of Weekly payroll
* Handling payroll queries
* Processing of Pay slips
* Updating personal files

**February 1991 – March -1995 - Payroll Clerk**

**Ministry of Works and Transport**

* Preparation of Fortnightly payroll on a weekly basis
* Updating data base
* Handling of payroll queries
* Processing of NIS and TD4 slips
* General Clerical duties

**Education**

**2008 -** Organizational Skills – The Association of Business Executives {ABE}

**2007 -** Advance Taxation Local – School of Practical Accounting

**2006 -** Accounting paper level I -ACCA (Association of Chartered Certified Accountants)

**2004 -** Advance Microsoft Office Applications – UWI School of Continuing Studies – St. Augustine

**2002 -** Corel Draw 10 – Delta Soft Computer Training Services

**1998 -** High School Diploma – Mathematics, English Language, Biology, Bookkeeping, Accounts Civics and History – Harcourt High School

**1991 -** Typing – Modern Business Secretarial School

**1984 -** CXC – English, Literature and History – Diego Martin Government Secondary School

**Other Certificates**

Micro Entrepreneur Small Business

Theological Credit – Sign Language

**Computer Skills**

Computer Repairs – Grade A. Certification

Proficient in several Payroll Applications

Trained in Peachtree, ACCPAC, Micro Pay and Platinum

Microsoft Office Applications and Corel Draw

**References**

Ms. Jacqueline Bacchus

**Accountant (past)**

**Restaurant Holdings Limited**

**Tel: 687-5088**

Mrs. Beverly Pascall

**General Manager**

**Trinity College**

**Tel: Cell 781-1111**

**Work 643 -8685**