**LIANA A. MAHARAJ**

**7 Ganga Trace, Las Lomas # 2 744-1650 / 669-0621 maharajl**500**@gmail.com**

**Personal Information**

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|  | **Marital Status:**Married |
|  | **Nationality:**Trinidadian |

**Competencies / Skills**

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* Honest, Hardworking and Dedicated
* Flexible and Adaptable to managing multiple priorities
* Self-confident, Motivated and Willing to learn
* Possesses Analytical and Research Skills for identifying, scrutinizing, improving, and streamlining complex work processes
* Possesses Interpersonal abilities with a solid work ethic and will exert optimal effort to successfully complete tasks

**Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. ***Ministry of Finance - (Treasury Division)*** - treasury.hr@gov.tt   * Address: 1 St. Vincent St, Port of Spain, Tel. No. 223-2941 EXT. 2104 * Date of employment: September 14, 2015– Presently * Job Role: Clerk II (Ag.) / Human Resource Department / Contracts Clerk   ***Employment History***  ***1. Ministry of Finance - (Treasury Division)***   * Address: 1 St. Vincent St, Port of Spain, Tel. No. 623-2941 EXT. 2004 * Date of employment: July 12, 2013 – September 14, 2015 * Job Role: Clerk II (Ag.) / Human Resource Department / Leave Clerk   ***2. Ministry of Finance - (Treasury Division)***   * Address: 1 St. Vincent St, Port of Spain, Tel. No. 623-2941 EXT. 1025 * Date of employment: January 25, 2013 – July 11, 2013 * Job Role: Temporary Clerk I / Accounts Department / Coding Clerk   ***3. Ministry of Finance - (Treasury Division)***   * Address: 1 St. Vincent St, Port of Spain, Tel. No. 623-2941 EXT. 4138 * Date of employment: September 13, 2010 – January 24, 2013 * Job Role: Temporary Clerk I / Registry Department / Registry Clerk   ***4. Ministry of Food Production, Land and Marine Affairs (Head Office)***   * Address: St. Clair, Port of Spain, Tel No: 622-5981 * Date of employment: July 16, 2010 – September 12, 2010 * Job Role: Temporary Clerk I / Accounting Department / Vote-book Clerk   ***5. Swaha A’ Level School***   * Address: St. Augustine, Tel. No. 663-4581 * Date of employment: October 2009 – May 2010 * Job Role: Information Technology Teacher / CAPE- Level 1 |

**Education**

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| **Tertiary Education:** | - School of Accounting and Management | |
|  | (2005 | – 2010), (2015 – 2016) |
| **Secondary Education:** | - Lakshmi Girls Hindu College | |
|  | (2000 | – 2005) |
| **Primary Education:** | - Curepe Presbyterian School | |
|  | (1993 | – 2000) |

**Qualifications**

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**Master’s in Business Administration**

***Awarded by Anglia Ruskin University***

**Masters of Business Administration**

* Entrepreneurship & Innovation
* Human Resource Management Practice
* ***Post Graduate Thesis – A Critical Analysis of Employee Engagement; A case study of the Pensions Management Unit; Treasury Division***

**Post Graduate Diploma**

* Dynamics of Strategy
* Research Methods for Business & Management
* Executive Leadership

**Post Graduate Certificate**

* Financial Statement Analysis
* Organisational Behaviour
* Marketing, Design and Innovation
* Project Management

**BSc. (Hons) Business Computing**

**-*Awarded by London Metropolitan University***

* E-Business
* Post Implementation Issues
* Database Application Development
* E-Commerce Applications
* Management Support Systems
* Advanced Database Systems
* ***Major Project*** – ***Premium Vets Animal Clinic Web Integrated Customer / Appointment Database***

**International Advanced Diploma in Computer Studies**

***Awarded by National Computing Centre (NCC) Education***

**-**Majoring in Internet Systems

**International Diploma in Computer Studies**

***Awarded by National Computing Centre (NCC) Education***

**-**Majoring in Computer Technical Support

**-**Majoring in E-Commerce, Website Development

**Computer Operations and Business Management Skills**

**Certificates in Business Management**

**-**Introduction to Accounting

**-**Introduction to Business Communication Skills

**-**Introduction to Business Management

**-**Introduction to Quantitative Methods

**-**Computer Fundamentals

**-**Software Applications

**General Certificate of Education / Caribbean Examinations Council:**

**CXC: GCE:**

Mathematics – Grade 1 Additional Mathematics – D

English A – Grade 1 Economics – D

Principles of Business - Grade 1

Principles of Accounts - Grade 1

Biology – Grade 3

**Certificates of Participation:**

Programming Methods (2009)

VB.Net (2009)

Australian Mathematics Competition (2004)

**Interests and Hobbies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Art and Music, Community Activities, Reading, Swimming, Tennis, Participating in work functions and programs

**Additional Information**

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Member of the Treasury Sports and Cultural Group; Treasury Division

**References**

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***Academic Character***

***-Name:*** Mr. Sievan Siewsarran **-*Name:*** Mr. Mulchan Lewis

***-Position:*** Former lecturer at the School of ***-Position:*** Agent at Guardian Life

Accounting and Management Insurance Co. Ltd

***-Address:*** Karamath Street, Tunapuna ***-Address:*** Orange Field Road,

-- ***Tel. No:***  762-2944 ………… Carapichaima.

***-Tel. No:*** 678- 1893 / 740 - 7926