**ISRAEEL XAVIER**

#1 Gulf Drive West Bay View La Romaine

Telephone no: 734-0581

Email address: [israeelxavier@gmail.com](mailto:israeelxavier@gmail.com)

D.O.B: 05.11.1987

**Attributes and Experiences**

In my 9 years of training (Karate) I acquired the skills of patience, self control and tact. I also developed my discipline level and cooperative abilities. Consequently I am an effective team player, have great listening skills, helpful, dedicated and very persistent.

**Job Objective**

To procure in depth the knowledge of the Accounting aspects of the company and also to gain work experience in that field.

**Education**

Administrative Career Training

Institute & Recruitment Agency: Accounting, Taxation & Payroll

Student Accountancy Centre Ltd: Recording Financial Transaction (FIA) Pass

Student Accountancy Centre Ltd.: Maintaining Financial Transaction (FIA) Pass

School of Higher Education: Introduction to Accounting B

Introduction to Quantitative Methods C

CLR James Educational Centre: Mathematics III

Principles of Accounts III

Pleasantville Senior Comprehensive: Principles of Business III

Social Studies III

Currently Pursuing: Foundations in Accountancy

Student Accountancy Centre: Information for Management

Managing Cost & Finances

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**Work Experience**

Caribbean Safety Products Limited

**December 2012 to August 2016 – Customer Service Representative**

* I was involved in typing, photocopying, answering the telephone, filing and taking messages
* Preparing Excel Spreadsheets for Blanket Purchase Orders
* Preparing Quotation for customers using Microsoft Excel
* Preparing Requisitions to order goods for Credit Customers using Microsoft Excel
* Processing Factory Orders using the Advantage System
* Updating Factory Orders using the Advantage System
* Transferring Factory Orders into Invoices to send on delivery
* Preparing Credit Notes using The Advantage System
* Running Picketing Ticket and transferring them into Invoices using the Advantage System
* Preparing Invoices for both Credit and Walk-in customers using Advantage

**Work Experience**

Union Steel & Hardware Limited

**June 2012 to December 2012 – Accounts Clerk**

* I was involved in filing, typing, photocopying, answering the telephone and taking messages
* Entering receipts on the receipt summary sheet and then posting them to the sales ledger
* Preparing credit notes, entering into the them into the credit note book and posting them to the sales ledger
* Preparing monthly statements to send to credit customers
* Entering daily bills into the sales day book and then posting them to the sales ledger
* Putting together the sales summary for each month for both wholesale and retail

**Work Experience**

Ministry of Science Technology and Tertiary Education (OJT)

**May 2010 to September 2011 – Clerical Assistant**

Claxton Bay Anglican Senior Primary School

* Involved in clerical activities- filing, typing, photocopying, answering the telephone, taking messages
* Prepared monthly regularity and punctuality records for teachers
* Prepared the daily attendance register for the students
* Put together registration packages for standard threes
* Assisted the principal with making report books for the standard threes

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**Work Experience**

Ministry of Science Technology and Tertiary Education (OJT)

**October 2007 to October 2008 – Clerical Assistant**

South West Regional Health Authority-Quality Improvement Department

On The Job Trainee:

* Involved in clerical activities-filing, bind, typing, photocopying,
* Assisted the Research Officer with preparing reports on Theatre Activity
* Knowledge in the use of Microsoft Word, Excel, Publisher or PowerPoint.
* Filling out trauma forms and entering the data into the computer using EPI INFO-6 Database
* Contacting patients on the Surgical Waiting list to confirm if they had their surgery
* Knowledge of Surveying Patients using a Patient Satisfaction Survey
* Transferring incoming and outgoing correspondences into their respective registers

**References**

Ms. Gale Fernandez

Nursing Assistant

San Fernando General Hospital

South West Regional Health Authority

Contact Number: #397-6419, 759-9239

Ms. Monica Gopaul

Principal

Claxton Bay Anglican Senior Primary

Contact Number: # 659-2621