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| leana candice samaroo | |
| 🖃: Temple Street Bank Village Carapichaima.  🕿: 1-868-349-1554  🖳: lcsamaro@gmail.com | |
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| Objective | |
| My aim is to secure a position in a professional office environment that offers a greater challenge. Ideally, I wish to gain greater experience and to use my skills to benefit mutual growth and success. | |
| Education  -*CTS College of Business and Computer Science Ltd* [June 2012-Present]  The Association of Business Executives-Diploma in Business Management  (Business Management Pathway)  Level 4   * Introduction to Accounts A * Introduction to Business A\* * Introduction to Business Communication A * Introduction to Quantitative Methods A\*   Level 5   * Managing the Customer Relationship A * Quantitative Methods for Business Management A * The Business Environment A | |
| -Lakshmi Girls’ Hindu College [2005-2010]  CXC/O-Level Subjects |  |
| * Mathematics One * English One * Principles of Business One * Social Studies One * Biology Three * Visual Arts Three   -*Freeport Hindu (SDMS) Primary School* | |
| experience | |
| Accounts Payable Clerk (Foreign / Local) -2013 to October 2016  Trintrac Ltd |  |
| * Responsible for posting invoices into system and tracking expenses * Prepare and process electronic transfers and credit card payments * Post transactions to journals, ledgers and other records * Reconcile accounts payable transactions and monitor accounts to ensure payments are up to date * Assist with month end closing   Other Responsibilities:   * Prepare daily cash flow * Reconcile bank accounts on a daily basis * Assist in preparing monthly tax returns * Prepare daily sales report for directors. |  |

Accounts Receivable Clerk (Local/Foreign) -2011 to 2013

*Trintrac Ltd*

* Responsible for following up, collecting and allocating payments.
* Assist with month end closing
* Resolve payment discrepancies
* Perform account reconciliations

Sales Clerk -2010 to 2011

*Salena’s Gold Designs*

* Attend to customers and obtain requested merchandise
* Order stock and arrange display
* Keep records of sales and inventory

Tutor -2008 to Present

*Dance-Radha Krishna Dance Co*

* Train and ready students for cultural events and competitions
* Sent to St. Vincent by the National Council of Indian Culture (N.C.I.C) to educate individuals of dance and Indian culture practiced here in Trinidad

*Community Study Group*

* Assist primary school students with homework and projects on weekends

working knowledge of:

* Syspro
* QuickBooks Online Pro
* Peach Tree-Sage

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| interests   * Active member of the Radha Krishna Dance Co. * Member of Lakshmi Girls’ Hindu College Latin Dance Group * Member of Lakshmi Girls’ Hindu College Indian Dance Group * Member of RBS- School of Radio Broadcasting * Painting * Socializing   references  -Chandrakala Ramsingh  Dance/Primary School Teacher  🕿: 1-868-653-2536  🕿: 1-868-762-9557  -Reshma Boodram  Manager- Trintrac Ltd  🕿: 1-868-672-5329 | |
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