**SEBASTIEN CHRISTOPHER ALI**

11 MOONERAM STREET,

ST. JAMES.

TEL: 628-7002 / MOBILE: 792-4476

Email: [sebastienchris@yahoo.ca](mailto:sebastienchris@yahoo.ca)

**CARRER OBJECTIVE Administration / Data Capture in Accounting**

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic administrative assistant / data entry operator with experience of working as part of a team in a busy office environment. Having effective organizational skills and proficiency with administrative and practical tasks. Approachable, well presented and able to establish good working relationships with a range of different people. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate, up to date and useable.

**ADMINISTRATIVE ABILITIES**

\*Maintaining an electronic and hard copy filing system.

\*Coordinating and arranging repairs to office equipment.

\*Comprehensive knowledge of Microsoft Word/Excel.

\*Effective organizational skills.

\*Resolving administrative problems.

\*Supervising other clerical staff.

\*Conducting research on behalf of managers.

**PROFESSIONAL EXPERIENCE**

05/2016 – Oct. 2016 GUARDIAN HOLDINGS LIMITED

***Claims Assistant – Contracted for six (6) months project***

Daily function entries of Dental & Vision Precerts, Dental & Vision Claims

approximately 30-60 output daily.

Assisting the senior claims adjudicator with queries and research for diagnosis.

09/2008 - 08/2015 **PROLUBE LIMITED – SOLE DISTRIBUTOR FOR AMSOIL INC. WISCONSIN**

***Assistant Manager***

I am responsible for daily functions related to all administration duties and

including local purchases for the company. I also assist in strategic planning /

marketing decisions along with my directors to improve our products and sales.

**All Risks Consultants Limited**

**Local Agent For: BUPA (woap)**

All Risks Consultants Ltd. Holds a fairly large cliental in T&T under the umbrellas of Bupa.

My daily functions is mainly making sure all our clients are notified as there anniversary dates is coming to an end and to ensure in a timely manner that notices are sent out.

With respect to our new clients (s) once there application form is completed and sent to our parent company making sure this is a smooth transition for approval.

ActivFax is our main source of sending and receiving fax messages through the network and by email. This system is fast and yet a simple integration of fax and email with windows and as well other operating systems.

**MEDIA METHODS LIMITED**

***Assistant Manager***

My main role is to assist my director in all administration duties, stream line

Workshops and preparing for projects pertaining to our products for advertising /

Media and Documentaries.

**PROFESSIONAL EXPERIENCE (continued)**

03/1997 - 09/2008 **TRINIDAD DATAFORMS LIMITED**

***Graphic Artist / IT Assistant / Manager***

Designing of Cheques, Bank Deposit Slips, Invoices, Bills

and other Computerized Forms.

Printing weekly reports and assisting project manager

01/1997 – 03/1997 **CALISA MARKETING LIMITED**

***Accounting Assistant***

Data entry of Cash/Credit Receipts in batch

Daily Billings, Posting Products Sales to General Ledger

Assisting Project Manager and in house Accountant

05/1990 / 06/1995 **DACTECH SYSTEMS LIMITED**

***Data Entry Operator / Accounting Assistant***

Accounts Receivable, Accounts Payable, Cash Receipts/Payments and GL.

Preparation and Printing of Daily and Monthly Reports.

Creating Products Codes on System and Entering Unit Cost and Balances.

01/1995 / 06/1995 **B. NATHU & COMPANY LIMITED**

***Data Entry Operator / Assistant Manager***

Responsible for Supervising Staff in Accounting Data Capture

Maintenance of accounting software package and backup system

Printing weekly and monthly reports.

**EDUCATION**

08/1982 / 07/1984 **GCE/CAPE/ CXC ‘A’ and ‘O’ Levels**

MATHEMATICS 2 GENERAL

ENGLISH LANGUAGE 2 GENERAL

GEOGRAPHY 2 GENERAL

ART 2 GENERAL

**N.E.C. PRE TECHNICAN**

ENGEERING DRAWING G2

GEOMETRICAL DRAWING G2

ARCHITECTURAL DRAWING G2

SURVEY G2

ELECTRICAL DRAWING G2

07/1984 – 11/1984 **COMTECH ASSOCIATES**

BASIC COMPUTER PROGRAMMING

07/1984 – 07/1985 **WOLSEY HALL OXFORD (ADVANCE LEVEL)**

ADD MATHS B

ENGLISH LANGUAGE B

01/1992 – 03/1992 **NATIONAL INSTITUTE OF HIGHER EDUCATION**

COMPUTER LITERACY

04/1993 – 08/1993 **DACTECH SYSTEMS LIMITED**

LOTUS 123

WORD PERFECT

DACEASY ACCOUNTING PACKAGE

**SKILLS**

PEACHTREE ACCOUNTING SYSTEM

MYOB

DACEASY ACCOUNTING FI V4.4/N

COLORADO TAPE DRIVE BACK-UP SYSTEM

F3 PRO DESIGNER

ADOBE ILLUSTRATOR & PHOTOSHOP V10/11.5

CORELDRAW V10

MECCA III – INTEGRATED ELECTRONIC PUBLISHING SYSTEM

KATANA SOFTWARE AND SYSTEM

ACTIVFAX

PLEXIS HEALTH SYSTEMS

WORKFLOW MANAGEMENT SYSTEM (WMS)

**COMPUTER LITERACY**

DACEASY ACCOUNTING FI V4.4/N

PEACHTREE ACCOUNTING SYSTEM

ADOBE ILLUSTRATOR & PHOTOSHOP V10/11.5

**REFERENCES**

MS. SUE DEONARINE

SUPERVISOR

TRINIDAD DATAFORMS LIMITED

MOBILE: 680-8508

MRS. JUDITH ALCANTARA

DIRECTOR

MEDIA METHODS LIMITED ( A TELEVISION PRODUCTION COMPANY)

OFFICE: 633-6110 / MOBILE: 620-5326

EMAIL: [fitforlife@live.com](mailto:fitforlife@live.com)

MR. JUAN ALLEYNE

EXECUTIVE REPRESENTATIVE

GUARDIAN LIFE OF THE CARIBBEAN LIMITED

MOBILE: 684-6717

EMAIL: [Juan.Alleyne@gloc.biz](mailto:Juan.Alleyne@gloc.biz)