**Nadira Ramoutar**

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**OBJECTIVE:**

To achieve a position in the Business Environment as it relates to education and the industrial workplace in the corporate world, with the opportunity for advancement.

**EDUCATION:**

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| **YEAR** | **COURSE** | **INISTITUTION** |
| 2016 | Bridging Programme | University of Trinidad and Tobago. |
| 2010- 2014 | Bachelor of Education (Business Specialization) | University of Trinidad and Tobago.  Career GPA: 3.50 |
| 2010-2008 | CAPE/ A Levels | Carapichaima East Secondary. |
| 2008 | Life Skills Programme | On The Job Training Programme. |
| 2008 | Microsoft Office 2003 | Upper Level Educational Institute. |
| 2008-2007 | Continuation Classes | University of the West Indies. |
| 2007-2005 | CSEC/ CXC | Couva Government Secondary. |
| 2006 | Computer Intermediate | School of Business and Computer Science Ltd. |
| 2006 | Computer Literacy | School of Business and Computer Science Ltd. |

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| **CARAPICHAIMA EAST SECONDARY** | |
| Form 6: (CAPE) | Subjects |
|  | Accounting- Unit 1 & 2 |
| Management of Business- Unit 1 & 2 |
| Sociology- Unit 1 & 2 |
| Caribbean Studies |
| Communication Studies |

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| **COUVA GOVERNMENT SECONDARY** | |
| Form 5: (CXC) | Subjects |
|  | Mathematics |
| English Language |
| English Literature |
| Spanish |
| Principles of Accounts |
| Principles of Business |
| Social Studies |
| Human and Social Biology |

**WORK EXPERIENCE:**

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| **PERIOD/YEAR** | **NAME OF BUSINESS** |
| January 2015 - December 2016 | MEDWAY LIMITED  Accounting Assistant |
|  | * Assisted with calculating and checking Bills of Lading to make sure payments, amounts and records are correct. |
| Experience using accounting software such as QuickBooks, Micro Pay and CargoNex. |
| Preparation of Payroll, Purchase Orders, Invoices, Journals, Daily Deposits and Reconciling Bank Statements. |
| Assisted with Debtor Control: Issued Statements, Dealing with Customer Query, Creating Receipts. |
| Managing Petty Cash Transactions. |

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| **PERIOD/YEAR** | **NAME OF BUSINESS** |
| July - August 2013  (5 weeks) | THE NATIONAL ENERGY SKILLS CENTER  Intern |
|  | Assisted with final performance reports and data entry using spreadsheets. |
| Practiced coding of invoices and updating excel spreadsheets using Microsoft Dynamics Great Plains. |
| Prepared ‘Invitation to Quotes’ and contacting suppliers. |
| Assisted with filing of cheque payments, ‘Edit List’ and matching of receipts and invoices. |

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| **PERIOD/YEAR** | **NAME OF BUSINESS** |
| July - August 2009 | SIXTH FORM ASSOCIATION SERVICES  Teacher Assistant |
|  | Assisted with tutoring students (form 1-3) from various schools and backgrounds. |
| Practiced classroom assessment and management. |
| Prepared lesson notes, handouts and worksheets. |
| Assisted with events planning and preparation. |

**HONORS, AWARDS & AFFILIATIONS:**

**AWARDS:**

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| **YEAR** | **TYPE OF AWARD** | **AWARD** | **INISTITUTION** |
| 2010 | Subject Award | Management of Business. | Carapichaima East Secondary. |
| 2005 | Subject Award | Spanish | Chaguanas Junior Secondary. |
| 2005 | Teacher Award | General Proficiency Prize. | Chaguanas Junior Secondary. |
| 2004 | Merit Card | Most Outstanding Pupil. | Chaguanas Junior Secondary. |
| 2003 | Merit Card | Most Outstanding Pupil. | Chaguanas Junior Secondary. |
| 2002 | Merit Card | Most Outstanding Pupil. | Chaguanas Junior Secondary. |

**ADDITIONAL INFORMATION:**

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| **YEAR** | **CERTIFICATE** |
| 2014 | Bachelor of Education in Technical Vocational - Business Education |
| 2013 | Business Start up $100.00 Challenge |
| 2010 | Advanced Proficiency Diploma - A Levels- Unit 2. |
| 2010 | Certification of Secondary Education- Sixth form. |
| 2010 | Certificate of Excellence. |
| 2009 | CAPE/ A Levels- Unit 1. |
| 2009 | Certificate of Merit- Sixth Form Association Services. |
| 2009 | Certificate of Excellence. |
| 2008 | Certification of Microsoft Office 2003. |
| 2008 | CXC/ CSEC |
| 2007 | Certification of Secondary Education- Fifth form |
| 2006 | Certification of Computer Literacy. |
| 2006 | Certification of Computer Literacy- Intermediate. |

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| **ACADEMIC SKILLS** | **TECHNICAL SKILLS** | **COMMUNICATION SKILLS** |
| General accounting. | Educational technology. | General business communication. |
| Academic reading, writing and research skills. | Computer literacy/ Microsoft office. | Communication studies skills. |
| Business management. | Time management. | Ability to work in teams or groups. |
| Studied foundations of education. | Events planning and preparation. | Leadership skills. |
| Studied history of education | Proficient in art e.g. Music, Visual art, Dance/ Drama. |  |

**REFERENCES:**

Mrs. Indira Singh-Ali Ms. Lisa Perez

Teacher Accounting Lecturer

Montrose Government Primary University of Trinidad and Tobago

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Mrs. Khaliffa Fournillier Ms. Navita Budhoo

Accounting Supervisor Clerk 3

Medway Ltd Chaguanas Borough Coporation

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