Jaye Bonard

Mailing Address: 34 Fourth Street Sparrow Drive Simeon Road Petit Valley Diego Martin

Contact Numbers :( 868)343-3692, (868)637­7941

E­mail Address: jaye.bonard @gmail.com

Date of Birth: 21th April 1995

Objective:

To perform the duties presented to me at whatever level employed, with emphasis on the excellence, positive results, honesty and integrity, to contribute to the success of the organization of which I am a part of, with wholehearted commitment, loyalty and performance to the best of my ability.

Strengths:

* Excellent written and oral communication skills.
* Self-motivated, dedicated and assertive individual.
  + Fast learner.
    - * + Computer Skills: Working knowledge of MS Excel, Word, Access, and Outlook
        + Experience in dispatching and receiving mail
        + Team player .
        + Ability to multitask well
        + Problem Solving Abilities

Work Experience:

Summer vacations full time 2011 and 2012

Massy store supermarket cashier

2013

3D Services limited (NP Richplain)

Supervisor

Massy store supermarket

Cashier

C.I.L Linen

Customer Service Representative

November 2014- April 2015

Diego Martin Central 2007-2012

QUALIFICATION

SECONDARY EDUCATION CERTIFICATE (CXC)                        Grade

● Mathematics                                                                                           I

● English                                                                                                   III

● Social Studies                                                                                         II

● Principle of Accounts                                                                             II

● Principle of Business                                                                             III

● Office Administration                                                                          III

Certificate in Business Studies

ACCA Qualifications

Introductory Certificate in Financial and Management Accounting

FA1- Recording Financial Transactions

MA1-Management Information

FA 2 – Maintaining Financial Records

MA2-Managing Cost and Finance

FAB- Accounting in Business

FMA – Management Accounting

Currently pursuing C.A.T

   REFERENCES

● Marlon Bailey (868)363-4441

●Faith Williams-Lee (868)767-4731

● Natalie Mohammed (868) 735-5986