**CIRRICULUM VITAE**

**TRICIA GRIFFITH – DOMAN,**

**LP #17B, APT 2, GOPIE TRACE,**

**PENAL,**

**TRINIDAD, WEST INDIES**

**TELPHONE: 1-868-290-4411**

**e-mail:** [**triciagriffithdoman@live.com**](mailto:triciagriffithdoman@live.com)

DATE OF BIRTH: 5th October, 1977

EDUCATION AND

QUALIFICATIONS:

2011- To present 2017, passed seven papers Introductory Certificate in Financial and Management Accounting, Intermediate Certificate in Financial and Management Accounting and Diploma in Accounting and Business. Out of the assigned courses and I have two outstanding papers to successfully complete my Foundation in Accounting (F.I.A) Qualification which is governed by Association of Chartered Certified Accountants (A.C.C.A) and The Institute of Chartered Accountants of Trinidad and Tobago (I.C.A.T.T).Pursuing to do the Level 2 in A.C.C.A. and BA in Finance.

1997 Browwwsers Cyber Café, Certificate of Achievement, Windows 95, MS Word, MS Excel, Internet

1997 Personalized Computers Service Limited, Certificate of Achievement in Computer Literacy, Practical Computer Training, and Intermediate Level in Microsoft Office.

1996 – 1997 Caribbean Examination Council, Pleasantville Senior Comprehensive, Two General Passes in English A and Principles of Business.

1992 – 1995, Caribbean Examination Council, Princes Town Senior Comprehensive, Five General Passes in Business Science in Maths, Physics, Geography, Chemistry, Biology.

**WORK EXPERIENCE**

12TH January 2009 to 2016

Customer Service Representative then promoted to Accounts Clerk 1 and then Accounts Clerk 11:

**National Maintenance Training and Security Company Limited**

Mts, Plaza, Aranguez Main Road, San Juan

Port of Spain, Trinidad, West Indies

Phone: (868)-674-4687 or (868)-675-9061

Responsible for:

1. Bank Reconciliation.
2. Preparation and Posting of Journals.
3. Preparation and Posting of Checks payment.
4. Preparation of Divisional Income and Expenditure Account.
5. Assisting with the preparation of Monthly Payroll.
6. Preparation of Pension remittances.
7. Supervising staff.
8. Any other duties directed by the Chief Financial Officer.
9. Processing of Account Receivables Fortnightly Timesheet.
10. Processing of Contract services forms, double checking and editing other employees work in Account Receivables.
11. Preparing of month-end Accrual and Reversal Journal back-up data.
12. Preparing and delivering the monthly reports for all the different departments.
13. Entering deposits and doing the Cash Manager.

14 Assist in the quarterly stock count and preparing information for the external Audits.

15 Problem solving, Customer Relations.

16 Processing of TD4

November 1999 to December 2008

Customer Service Representative then promoted to Accounts Clerk 1:

**Consolidated Telephones Credit Union**

37B Circular Road,

San Fernando, Trinidad, West Indies

Phone: 653-2828

Responsible for:

1. Updating members’ accounts.
2. Processing Receipts, Cheque preparation and Disbursement.
3. Processing Payroll
4. Processing Loan documents.
5. Cash flow management.
6. CUNA Life Saving and Loan Protection.
7. Customer Service Representative.

REFERENCES:

Richard A Ferguson

Chief Financial Officer

National Maintenance Training and Security Company Limited

MTS, Plaza, Aranguez Main Road, San Juan

Port of Spain, Trinidad, West Indies

Phone: (868)-674-4687 or (868)-675-9061

Wilfred Wallace

Accountant

National Maintenance Training and Security Company Limited

MTS, Plaza, Aranguez Main Road, San Juan

Port of Spain, Trinidad, West Indies

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