**Alicia Cassar**

**Address**: #7 Emerald Drive, Crown Street, Tacarigua

**EMAIL**: aliciacassar@ymail.com

**PHONE**: 307-9682

**DATE OF BIRTH**: 03 November 1984

**MARITAL STATUS**: single

**OBJECTIVE**:

To enter the field of Accounting and gain experience applying accounting principles while exercising my supervisory skill and gaining added knowledge, so on becoming a Certified Forensic and Fraud Detection Specialist, I will not only be marketable, but also valuable and committed to the firm.

**EDUCATION**:

* Sangre Grande Junior Secondary School
* St. Augustine Senior Secondary Comprehensive School
* School of International Travel and Languages
* Institute of Corporate Development
* School of Practical Accounting

**SUMMARY Of QUALIFICATIONS**:

ENGLISH A GEN. Two

MATHEMATICS GEN. Five

PRINCIPLES OF ACCOUNTS GEN. Four

PRINCIPLES OF BUSINESS GEN. Two

SOCIAL STUDIES GEN. Three

SPANISH GEN. Three

**SKILLS AND TRAINING**:

Certificate of Achievement for performance in Spanish (SGJSS)

Certificate of Achievement for Performance in Mathematics (SASSCS)

Peer Counseling (SASSCS)

Advanced Counseling (SASSCS)

Computer Literacy (SITAL)

Resume to Resignation (SITAL)

Basic Conversational Spanish (SITAL)

In-Flight Training (SITAL)

Introduction to Management (ICD)

Intermediate Management (ICD)

Peachtree Accounting (SPA)

Practical Accounting (SPA)

AML Training (RPEC)

**CURRENTLY PURSUING**:

Administrative Assistant Training

Accounting, Payroll and Tax

Typing

Microsoft Office Training

**WORK EXPERIENCE**:

* **CASHIER**: Prices Supermarket (2002)
* **CROPIER/DEALER**: Island Club Casino (2003)
* **FLOOR SUPERVISOR**: Island Club Casino (2010); opening, balancing and closing float, accurate recording of drop/cash, overseeing gaming functions and authorizing payments, a minimum of four and maximum of ten tables per day while ensuring exquisite customer service.

* **PITBOSS**: Royal Princess Ent. (2011); daily opening, closing, and reconciling a maximum of eight tables, placing and rotating staff to their appropriate stations, recording attendance, sorting, counting, recording and securing daily drop/cash and maintaining excellent customer service while resolving all customer’s queries and complaints.
* **JR. CALL CENTRE AGENT**: Iqor (2016); receiving, troubleshooting and resolving all customer’s calls and networking issues professionally adhering to the company’s policies and requirements. Maintaining a record of calls and functions performed during customer contact.

**HOBBIES**: Networking, supporting teams and members of society with confidence, value and security. My sporting interests include hiking, cricket, tennis and swimming.

* **REFERENCES**: Would be given on request.