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| Anna Nicole Roland  **Apt. #3 Cedar Avenue, Fairview Park, Freeport.**  Mobile No.: 868-484-4123|Email Address: nicky.ar29@gmail.com |  |

Objectives

Highly skilled administrative professional with a wealth of experience in the fields of Accounting, Event Management, Customer Service, and Media Relations.

Education

January 2011 to Present |College of Science Technology & Tertiary Education

* BA Mass Media and Communications

2005 to 2006 |The School of Business and Computer Science Ltd.

* Recording Financial Transactions [Completed]
* Information for Management Control [Completed]
* Managing People and Systems [Completed]

2003 |Upper Level Educational Institution

* Computer Literacy
* Word Processing
* Spreadsheets
* Database
* File Management
* Presentation Graphics
* Photo Scanning
* Communication

September 1995 to June 2000 |Couva Government Secondary School

* **Caribbean Examination Council:**

English Language

English Literature

Principles of Business

Social Studies

Geography

Experience

October 2015 – Present| Caroni (1975) Limited

Project Coordinator

* Drafting communications, preparing reports, submitting recommendations, planning, organizing and ensuring follow through on projects. Reconciling records, preparing tender documents, site visits, supervision of junior staff.

August 2013 – 2015| Caribbean Print Technologies

Accounts Clerk

* Peachtree Data Entry, Record Keeping and Filing, Purchasing, Maintaining Petty Cash, Time Card Calculations, Recording and Reconciling Inventory and Preparing Reports, Preparing Journals, Scheduling and Maintaining Job Registers, Preparing Daily and Monthly Sales Reports.

January 2013 – August 2014| Prism Services

Accounts Clerk

* Call Center Agent – Bmobile Customer Satisfaction Survey, Caribbean Airlines Miles Reward Programme.

December 2011 – December 2012 | National Broadcasting Network

Administrative Assistant

* Preparing Salaries, N.I.S, Health Surcharge, Peachtree Data Entry, Record Keeping and Filing, Account Reconciliation, Event Planning Managing and Executing, Budgeting, Bank Reconciliation, Maintaining Petty Cash.

August 2010 – July 2011 | Dai-Tech Limited

Accounts Payables and Receivables

* Preparing Salaries, Sales Invoicing, Preparing Quotations, N.I.S, Health Surcharge, Peachtree Data Entry, Record Keeping and Filing, Follow up on Outstanding Payments.

2009 –2010 | Innovation Fabricating Co. Ltd.

Office Manager

* Overseeing Fabricating Operations, Inventory and Stock taking, Monthly N.I.S and Health Surcharge Preparations, Monthly Salaries and Wages, Preparing Payments.

2008 –2009 | Reis Financial Services Ltd.

Administrative Assistant

* Providing accurate and relevant financial advice and information to current and prospective clients. Working closely with clients to find ways to achieve future financial goals.

2006 –2008 | Ministry of Agriculture Land and Marine Resources

On the Job Trainee

* Reading and interpreting surveys, data entry, directly assisting statistician with compiling reports and any other information as requested by the Ministry, assisting in preparing media releases and presentations for various activities being conducted by the Ministry.

2002 –2006 | Port Authority of Trinidad and Tobago

Estate Constable

* Maintains access control throughout the Port compound
* Submit reports on all accidents and incidents in a timely manner.
* Conduct regular foot and vehicular patrols throughout the Port.
* Maintain station diary, pocket diary, registers and log sheets.
* Provide good client services to customers and Port users.
* Maintain crowd control.
* Adhere to all civil and departmental codes of conduct.
* Enforces and maintain the laws in accordance with the Supplemental Police Act
* Any other duties and responsibilities deemed necessary by the Port.

Skills

* Written and Oral Communication
* General Accounts Payables and Receivables Duties
* Microsoft Office Suite
* Peachtree Accounting
* Customer Service
* Administrative Duties