**LEANNA GOBIN**

LP#186-4A Laventille Extension Road, Morvant

[Leannagobin26@yahoo.com](mailto:Leannagobin26@yahoo.com)

Cell# 868-479-0596

**PROFESSIONAL EXPERIENCE:**

01st October 2015 – 28th February 2017 **GUARDIAN LIFE OF THE CARIBBEAN**

**Temporary Project Assistant**

* Gather information from Oracle
* Update both staffs and agents statement
* Collect, record and input data
* Create group health and group life reconciliation

04th March 2015 – 03rd June 2015 **MINISTRY OF LABOUR AND SMALL AND**

**MICRO INTERPRISE DEVELOPMENT**

**CUSTOMS AND EXCISE DIVISION**

**Temporary Clerical Assistant**

* Attend to the general public
* Enter incoming entries in record book
* Filing and retrieving documents
* Sorting C82 forms and recording the information in Microsoft excel
* Creating files for imported vehicles
* Sorting and stamping company month end returns
* Make up monthly roster

27th April 2009 – 01st September 2010 **MINISTRY OF SCIENCE, TECHNOLOGY&**

**TERTIARY EDUCATION**

**DIEGO MARTIN GOV’T SEC. SCHOOL**

**Textbook Rentals Assistant**

* To record the textbooks received from the Ministry of Education into the computer
* Create a file for each student in each form who received textbooks, in order to keep a record of the books that were delivered

2010 – 2011 **HILO FOOD STORE**

**Wrapper/Cashier**

* Greeting customers
* Receiving payments by cash, cheque and credit card
* Balance cash drawer
* Provide pricing information to customers

2012 – 2013 **PETIT VALLEY BOYS R.C SCHOOL**

**Clerical Assistant**

* Render administrative support to the teachers
* Answering telephone calls
* Filing
* Greeting clients

**EDUCATION:**

**COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO**

19th January 2016 – Present

Bachelor of Business Administration

Major: Management and Entrepreneurship

**SCHOOL OF PRACTICAL ACCOUNTING**

28th April 2015 – 15th August 2016

Three months Junior Accountant Course

* Introduction to accounts, book-keeping and finalization of accounts
* Introduction to computers **(GRADE A)**, Microsoft excel **(GRADE A+)**
* Writing up of daily books, creation of
* ledgers: Debtors, Creditors and General, Creation of Journals, Preparation of Financial Statement and Extraction of Trial Balance **(GRADE A)**
* Individual and Business Tax, Vat and Payroll

**SITAL COLLEGE OF TERTIARY EDUCATION LTD**

01st May 2010 – 31st July 2010

Microsoft Application GRADE: A+

**CXC / CSEC / GCE ‘0’ LEVELS GENERAL PROFICIENCY**

Mathematics…………………………….. 3

English Language……………………….. 2

Social Studies…………………………… 3

Principles of Accounts………………….. 3

Principles of Business……………………2

Office Administration………………….. 2

**HOBBIES:**

* Open to new experiences
* Exercising
* Volunteering for charity fund raising events (SHINE)
* Meeting people

**REFERENCES:**

Janelle Jackson

Woman Police Investigator

CID Stolen Vehicles Department P.O.S

St. Vincent Street, Port of Spain

868-627-0729 / 868-756-0440

Robbie Hall

Police Constable (6474)

Criminal Investigation Department

St. Vincent Street

Port of Spain

868-627-0729 / 868-462-5193

Carlene Telemaque

Woman Police Constable (17676)

CID Stolen Vehicles Department P.O.S

St. Vincent Street, Port of Spain

868-627-0729 / 868-477-1649