**TENISHA MATTHEWS FOSTER**

43A Duke Street

Building 5 Apartment 1-3

Port of Spain

Phone: 719-5812

E-mail: [tonya12012@live.com](mailto:tonya12012@live.com)

**OBJECTIVE**

To be gainfully employed as an Accounting Assistant with an organisation where my knowledge and experience of managing accounting systems is put to prudent use in order to manage smooth work flow of the company’s accounting base.

**SUMMARY OF QUALIFICATIONS**

* Over three years of experience working in accounting field
* Experienced in processing various types of accounts payable transactions using preset imaging software
* Hands on experience in ensuring accurate general ledger posting and responding to vendor queries
* In depth knowledge of acting as back up to all accounting unit functions
* Working knowledge of Microsoft Office applications
* Customer Service Skills

**EDUCATION**

University of the West Indies (Currently Pursuing)

(C.A.T)T1 (INI) – Recording Financial Transactions 2009-2010

Mucurapo Junior Secondary School 2002-2005

St. James Government Secondary School 2005-2007

CXC O’ Levels – General Proficiency

South East POS Government Secondary (Continuing Studies) 2007-2008

CXC O’ Levels – General Proficiency

**SUBJECT** **GRADE**

Principles of Accounts II

English III

Social Studies III

Principle of Business III

**WORK EXPERIENCE**

**CARDIOVASCULAR ASSOCIATE LIMITED**

Accounting Assistant (Income Audit Clerk)-Present

* Data entry using Peach Tree Accounting Program
* Preparation of Daily Income on Excel Spreads (Doctor’s Office & Pharmacies)
* Preparation of Daily Journal Entries
* Preparation of Invoices
* Dispatching of Invoices daily
* Assisting in Declaring Cashiers
* Training of Cashiers in the use of PPS (Private Practice Software)
* Dispatching of Petty Cash (Internal & External)
* Preparation of Doctor’s Payment monthly
* Preparation of cheques for suppliers monthly
* Preparation of reconciliation for companies monthly

**JCT AND COMPANY LIMITED**

Accounting Assistant

* Data entry using MYOB and Peach Tree Accounting Program.
* Bank Reconciliation,
* Payroll and payroll calculations, preparation of payment forms for NIB and BIR.
* Sorting and Filing all accounting source documents.
* Taking minute of a meeting.
* Vat Calculation.
* Preparation of Accounting Files.
* Preparation of Invoices.

**GRACE KENNEDY (WESTERN UNION) – FRONTLINE ASSISTANT (F.L.A)**

* Providing Customer Service to Customers doing transactions at Western Union
* Supervising junior staff when necessary
* Making sure that floats balance at the end of shift
* Conduct wire transfers
* Assisting with documents for transfer of money

**XTRA FOODS SUPERMARKET**

Cashier

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, and optical price scanners.
* Ensuring that the float is balanced
* Assisting Supervisors in declaring cashiers

**“LIKE YUH SELF” BOUTIQUE**

Customer Service Representative/Sales Clerk

* Welcome customers, maintain knowledge and help them with the selection of merchandise
* Communicate information regarding product availability
* Participate in counting store’s physical inventory
* React to all concerns of customers quickly with a sense of importance
* Maintain cleanliness of store
* Dispose of cardboard waste and trash
* Uphold predefined customer service standards
* Ensure stock levels on the sales floor are maintained continually
* Organize merchandise pricing, signage and coding
* Ensuring that there is no damaged clothing on racks
* Assisting in restocking of racks and shelves for new clothing

**MOULTON HALL METHODIST SCHOOL**

Classroom Assistant

* Assisting teachers in classrooms (with students, making copies of work)
* Ensuring that attendance is taken daily for all classes
* Assisting the Principal with outgoing administrative letters
* Ensuring that Lunch is being provided for the school
* Ensuring that all students are taken away from the school safely
* Taking Minutes for OJT meetings

**SPECIAL SKILLS**  
• Proficient in excel spreadsheets and popular accounting software  
• Team oriented with high attention to detail  
• Ability to deal effectively with month end closing deadlines  
• Detail oriented  
• Exceptional organizations skills

**HOBBIES**

Reading, Accounting

**REFERENCES**

Sonia Scarce

Accountant

#56 Bushe Street

Curepe

Contact: 746-3457

Daren Grant

Corporal Police

#84 Ninth Street

Barataria

Office Number: 624-9375

Mobile: 480-4566

Carol Ramsaroop

Accountant

San Diego Park, Four Roads,

Diego Martin

Contact: 749-3091