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| Caura Rd  El Dorado | Phone: 728-8777  E-mail:  [leihasoyer@outlook.com](mailto:leihasoyer@outlook.com) |

**LEIHA SOYER**

OBJECTIVE

To obtain a position that utilizes my willingness and adaptability, while allowing me to exhibit excellence and efficiency in all my tasks, as an individual or team member.

SKILLS SUMMARY

* Ability to interact with individuals at all levels.
* Excellent written and communication skills
* Ability to complete projects and effective at multi-tasking.
* Detail-oriented, efficient and organized
* Effective team worker with excellent initiation, co-ordination

WORK EXPERIENCE Assistant Accountant June 2014 – August 2014

World Standards Ltd

(Summer Job)

Duties included:

Managed client accounts, generating weekly on demand cheques

Prepared billing documents for clients

Performed duties on Peach Tree Accounting

Performed general and administrative duties

Sales Clerk at La Vie clothes store May 2015- June 2015

Trincity Mall

Duties included:

Interacting with persons, persons of different races, ages, and culture on

a daily basis

Ensuring that customers were satisfied and pleased by the service and

items that were presented to them for purchase.

CSR at Cell Serve

Bmobile

Trincity Mall

Duties included:

Customer service

Knowledge of cellular and computers.

MMS; which allows us to create bills for the customer

Proper use of the English language

Part Time Cashier at Funky Pets Nov 2015 – Jan 2016

Trincity Mall

Duties include:

Managing all financial needs

Calculating end of day income

Totaling and Settling all statements

Making and Receiving Calls

Medical Assistant

Caprica Limited

Duties included:

Answering phone call requires scheduling and confirming

appointments

Collecting an storing patients information in a confidential manner

Assisting in preparing patients for their medical consultation which

Including taking blood pressure, sugar, weight and height for both

Children and adults

Answering and receiving messages via fax, answering machine and

Any incoming emails

Collection of mail sorting and giving them to whom it may concern

Backing up of information at the end of the day

Cleaning and disposing of bins in the office inclusive of needle bins

Ensuring of a clean and tidy office, toys and whichever that may be out

of its place

Collection of monies from patients and recording it accurately and

In its correct file

Preparing a daily tabulation of monies received and reconciling daily

Income with management

Maintain accurate records of all office purchases and relevant invoices

Creating a monthly calculation, tally of each month expenses and

miscellaneous

QUALIFICATIONS Caribbean Examination Council

Subject Proficiency Grade

English A General I

English B General II

Social Studies General III

Theatre Arts General II

Other qualifications Peach Tree Accounting, Level I

EDUCATION UWI Open Campus Sep 2014 – April 2015

Certificate in Psychology

Barataria South Secondary School Sep2009 –June 2014

Computer Skills Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

INTERESTS Dance, Theatre