**OBJECTIVE:** To contribute towards and work within a dynamic environment which provides challenges and opportunities for enhancement of my knowledge and abilities, even as my efforts contribute to the development and effectiveness within the institution

***EDUCATION:  
  
TERTIARY* (September 2010 to present)**

**STUDENTS ACCOUNTANCY CENTRE LTD**

* **CAT-Certified Accounting Technician**
* **T1-**Recording Financial Transaction
* **T2-**Informationmation for Management Control
* **T3-**Maintaining Financial Records
* **T4**-Accounting for Cost
* **ACCA – Association of Chartered Certified Accountants**

**Level 1- ACCA FOUNDATIONS IN ACCOUNTANCY (FIA) – DIPLOMA IN ACCOUNTING AND BUSINESS:**

* FAB-Accounting in Business
* FFA-Financial Accounting
* FMA-Management Accounting

**Level 2- ACCA :**

* F4-Corporate and Business Law
* F6-UK Taxation
* **Secondary** (2005-2010)

**CARAPICHAIMA WEST SECONDARY**

* **Successfully completed CXC O’LEVEL in the following subjects:**

* PRINCIPLES OF ACCOUNTS
* PRINCIPLES OF BUSINESS
* SOCIAL STUDIES
* ENGLISH LANGUAGE
* MATHEMATICS
* **WORK EXPERIENCE :**

**Karik Systems (**August 2015-November 2015)

Position: Inventory Officer

Duties of employment:

* Organizing &managing inventory using a coding system
* Data entry of stock -using manual entry books and excel spread sheet
* Preparing monthly stock count
* Receiving, labeling and packing of new inventory items
  + **PERSONAL ATTRIBUTES:**
* God Fearing
* Highly Motivated
* A willingness to help others
* Volunteer to assist my church in their preparation of its financial accounts
  + **PERSONAL INTERESTS:**
* Baking
* Playing Cricket

* **REFERENCES:**

Mr. C. Yeefung   
Vice Principal

Students Accountancy Centre (SAC)   
(868) 788-5191

Mrs. C. Ramroop

Teacher III (Secondary)

Carapichaima West Secondary

(868) 293-9690