I am pro-active and results-oriented with relevant experience in finance, auditing, and accounting. I am a creative thinker and very open- minded towards other people’s perspectives, ideas and opinions on any particular subject. I am also a fast learner and always embrace a challenge, solid planning and organizational skills in coordinating all aspects of each project from inception to completion. Sees the big picture and plans appropriate strategies to achieve positive results, disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.

**KEY SKILLS**

|  |  |
| --- | --- |
| * Accounts Payable Processes & Management * Accounts Receivable Management * Invoices/Expense Reports/Payment Transactions * Accounting & Bookkeeping * Petty Cash Management | * Records Organization & Management * Journal Entries & General Ledger * Spreadsheets & Accounting Reports * Internal Controls * Staff Supervision * Bank Reconciliations |

**EDUCATION/ SPECIALISED TRAINING/ PROFESSIONAL AFFLILATIONS/ COMPUTER SKILLS**

FIA Level III– Currently Pursuing

ABE Certificate Level

Microsoft Office, Peachtree, EPMX, MS Dynamics Great Plains

**REFERENCES**

**SHIVANAND PERSAD**  **LYNDON KING**

Group Finance Manager Group Corporate Accountant

Coosal’s Group of Companies Coosal’s Group of Companies

#31-45 Coosal Boulevard, Madras Road #31-45 Coosal Boulevard, Madras Road

Cunupia Cunupia Cell: 1-868-722-2006 Cell: 1-868-782-5382

**SPECIAL INTEREST/HOBBIES/EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

RBTT Young Leaders, Valencia Secondary School 2009.Topic covering “Eco- Friendly Foods” A medal was rewarded to me for my contribution towards the project and group. Titles that were given to me by my fellow peers of the group were “most responsible” and “vice-president” of the team.

Our group featured in Newsday @ <http://www.newsday.co.tt/news/0,97585.html>

Ms. Alana Abdool was our guide throughout the Royal Bank of Trinidad & Tobago (RBTT) Young Leaders program. Her contact information are as follows 1868 365 5735.

I am currently a member of my community group “Welcome Action Group & Friends”. Fund raisers are held throughout the year to host events targeted for the children of our community and environs.

I also enjoy networking, swimming, baking, reading and watching movies.

**PROFESSIONAL EXPERIENCE**

**DREAM DISTRIBUTION & MARKETING LTD – July 2016 to Apr 2017**

**Sales Co-ordinator/ Accounting Assistant**

**Software – Great Plains Dynamics**

* Processed sales orders ensuring all information submitted were accurate, items and pricing.
* Maintained customer accounts ensuring profiles were updated.
* Processed sales invoices fulfilling customer orders in a timely manner as well as ensuring accurate information was dispatched.
* Co-ordinated customer deliveries and co-ordinate couriers’ daily schedule.
* Managed vendor accounts updating information, reconciling accounts and processed cheque payments.
* Managed customer accounts system database and receipt of payments for cash and credit customers, processed credit notes.
* Provided customer statements monthly and when requested.
* Inventory controls assisted with weekly warehouse stock balance.
* Prepared a monthly inventory depletions report.
* Co-ordinated promotions schedule and ensured all confirmed promotions were executed ensured the sales team had all the necessary products, tools and equipments needed to ensure the event was successful.
* Co-ordinated sales team daily routes, cash and receivables settlements, sales orders, promotions to be scheduled, etc...
* Ensured entries lodged for transfer of stock from Customs (Bond) warehouse to Duty Paid warehouse was done thoroughly, efficiently, properly recorded and filed with all documents for reference.
* Petty cash custodian ensuring the float was sustained, disbursing, balancing and reimbursing on a regular basis.
* Performed other related duties as assigned.

**COOSAL’S GROUP OF COMPANIES – Mar 2013 to Apr 2016**

**Accounting Assistant**

**Software – Peachtree (Sage Accounting)**

* Provided assistance to the Credit Controller in the development and implementation of the Credit Control System, including sales quotations, orders, invoices, and dispatch of the Group.
* Supervised and review tasks perform by accounts receivable and sales personnel.
* Implemented a new commission structure for Salesmen.
* Assisted with systems to reduce the accounts receivable balance by approx. 50% and also the average debtor days from 75 days to within the credit limit (30-40 days) by consistent reconciliations and liaising with debtors proposing payment plans.
* Overlooked the preparation of collection letters ranging from reminders to legal collection notices.
* Liaised with engineering staff on all projects/contracts undertaken by the Group.
* Co-ordinated with the Sales Department to ensure that debts are paid in a timely manner.
* Prepared customer statements to be posted, delivered or e-mailed on a monthly basis or upon request.
* Responded promptly and completely to both client and internal enquiries.
* Provided ad-hoc reporting as and when requested.
* Ensured monthly processing deadlines are met as required, account reconciliations, ensuring credit notes posted and applied accurately, receivables reports, etc…
* Performed other related duties as assigned (by credit controller & corporate accountant) for the purpose of ensuring the efficient and effective functioning of the work unit.
* Preparation of Bank Reconciliations for Coosal’s Group to include all local and foreign currency accounts for CCL and CBL.
* Prepared all relevant Bank journal entries and ensuring they are posted after they have been approved, as well as balancing inter-company journal accounts.
* Petty Cash custodian for all departments of the Group (disbursing; reimbursing & balancing float)
* Assisted in preparing schedules and reconciliations for year-end Working Paper Files.
* Back up personnel for AR and AP accounting assistants.
* Prepared and entering approved Payroll journals for the Coosal’s Group.
* Prepared bank deposits and reconcile cash invoices to their respective deposits on a daily basis (post payments to accounts and allocate as required).
* Posted invoices to correct ledger accounts (accounts payable)
* Reconciled vendor accounts upon preparing cheque payments.
* Ensured all utilities were recorded and paid in a timely manner.

**ATLANTIC & GULF SERVICES LIMITED – Jan 2012 to Feb 2013**

**Accounting Assistant**

**Software – Peachtree (Sage Accounting)**

* Assisted with receipts and deposits and applying to customer accounts
* Prepared invoices daily for next day dispatch.
* Assisted with preparing cheque payment vouchers and cheques.
* Prepared weekly inventory reports for managing directors.
* Prepared monthly account reconciliation analysis (inventory)
* Assisting in implementing advertising/promotional campaigns.
* Spearheaded monthly physical inventory stock count.
* Reconciliation of inventory ledger accounts on Peachtree to actual counted figures.
* Any other related duties assigned.

**NAIPAUL’S BOOKSTORE & HANDICRAFT CENTER LIMITED – Jul 2010 to Feb 2011**

**Customer Service Representative**

* Presented and sold the entire range of Company products and services to current and potential clients.
* Conducted daily checks at store level to monitor performance and makes any necessary adjustments.
* Communicated new product and service opportunities, special developments, information or feedback gathered through field activity to appropriate company staff.
* Ensured adequate product distribution of assigned products were available.
* Marketed the product lines that the relevant Business Units sells as well as the services offered.
* Good housekeeping practices, excellent organizational skills (stock room)
* Handled customers’ queries or complaints with the highest degree of courtesy and professionalism.
* Made recommendations according to customers’ needs.
* Any other related responsibilities assigned.
* Cashier
* Assisted with floral arrangements.

**IAM & COMPANY LIMITED - 2007 to 2009 (Summer & Christmas Vacations and Weekends)**

**Customer Service Representative**

* Presented and sold the entire range of the Group’s products and services to current and potential clients.
* Communicated new products to customers and assisted all customers with high quality customer friendly services.
* Ensured adequate product distribution of assigned products were displayed and available on the shelves.
* Handled customers’ queries or complaints with the highest degree of courtesy and professionalism.
* Assisted with written invoices.
* Any other related responsibilities assigned.