**KASSIA EMANUEL**

**Lp #9 Broome Street Heights, Four Roads, Diego Martin. 1-868-469-2909, 1-868-637-4410.**

[**smally.emanuel@gmail.com**](mailto:smally.emanuel@gmail.com)

**PERSONAL DETAILS**

Date of Birth 28th January, 1994.

Marital Status Single

Nationality Trinidadian

Objective Seeking Work Experience

**SKILLS**

* Hard Working
* Self Motivated
* Able to work effectively as part of a team or alone

**WORK EXPERIENCE**

**THOR SECURITY SERVICES 2016**

Accounting Assistant

* Prepare payroll for employees
* Prepare vouchers
* File documents after the payroll period
* Deal with queries

**ROGER’S FINAL TOUCH 2015 - 2016**

Accounting Assistant **(**Periodically)

* Prepare VAT
* Prepare NIS
* Prepare Health Surcharge

**MINISTRY OF TERTIARY EDUCATION AND SKILLS TRAINING 2012 - 2014**

Accounting Assistant

* Prepare NIS and Health Surcharge for COSTAATT nurses
* Prepare Vouchers
* Worked along with reconciliation staff to balance schedules
* Dispacted checks
* Voted for GATE institutions

**FRIENDZ HOSPITALITY SERVICES 2010 - 2017**

Freelancer

* Bartender
* Waitress
* Usher

**EDUCATION**

**University of West Indies – St. Augustine Presently**

* Bsc Accounting – Major
* Bsc Human Resource – Minor
* Bsc Management Studies – Minor

**School of Practical Accounting 2013**

* Computer Course A+
* Advanced Practical Accounting A

**Diego Martin Central Secondary 2010 - 2012**

Caribbean Advanced Proficiency Examinations (CAPE)

* Accounting Unit 1 3
* Management of Business (Unit 2) 3
* Management of Business (Unit 1) 4
* Accounting (Unit 2) 5
* Economics (Unit 2) 5
* Communication Studies 5
* Economics (Unit 1) 3

**Diego Martin Central Secondary 2008 – 2010**

Caribbean Secondary Examination Certificate

* Principle of Accounts 1
* Office Administration 1
* English 2
* Principle of Business 2
* Social Studies 2
* Mathematics 3

**Diego Martin North Secondary 2005 – 2008**

**REFERENCES**

Roger Subran

Managing Director

Phone # 1-868-678-1210

Naipaul Smith

Managing Director

Phone # 1-868-364-5200