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| **KIRBY CRYSTAL CONSTANTINE** LP 50 Reid Lane kirby\_constantine@yahoo.com  D’Abadie Tel: 707-2759 /733-6436 |

**Personal Profile** Date of Birth 02nd April 1984

Gender Female

Marital Status Single

**Objective** To be employed in a challenged position, that will allow me to apply my skills and experience to the workplace and as a result, enhance production.

**Educational Profile**

School of Business & Computer Science Ltd. 2009- Present

School of practical Accounting & accounting services 2008

Arima Senior Comprehensive Continuation Classes 2006 - 2008

**Qualification Profile: Association of Certified Chattered Accountants (ACCA)**

**Level 1**

F1 – Accountant in Business Pass

F2 – Management Accounting Pass

F3 – Financial Accounting Pass

**Level 11**

F4 – Corporate & Business Law Pass

F6 – Taxation Pass

F5 – Performance Management Awaiting Result

F7 – Financial Reporting Currently Pursuing

**Certified Accounting Technician (CAT)**

Level I Pass

Level II Pass

Level III Pass

**Computerized Accounting**

Peachtree Accounting A+

Adv. Peachtree Accounting A+

**CXC O Levels**

Principle of Accounts I

Principles of Business II

Mathematics II

Office administration III

English III

**Computer Literacy**

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point

**Personal Skills Profile**

* Adapts easily to change
* Operates efficiently to a fast pace environment
* An excellent team player

**Professional Profile:**

**Beacon Insurance Company Limited**

**Accounts Payables Officer**

02nd November 2015 – 28th September 2016

* Processing and filing of payables documents when received
* Entering accurate data into financial system for payments
* Processing of payment via manual and computerized checks
* Preparation of credit card expense spreadsheet for managers of various divisions
* Timely management and payments of all utility and courier bills
* Preparing wire transfer payments documents as required
* Reconciliation of bank statement
* Work as relief cashier when required

**Beacon Insurance Company Limited**

**Cashier**

10th June 2013 – 30th October 2015

- Processing of receipts for monies received on daily basis

- Prepare loan agreement contract for clients

- Balance end of day cash report on daily basis

- handling of all queries both internal and external

**-** Payments vouchers and invoices for petty cash

**Anthony P. Scott & Co. Ltd.**

**Accounts Clerk/ Cashier**

24th August 2010 – 29th September 2012

- Prepare end of day cash report and ensure cash is balanced - Reconcile the total cash received with the total value on invoices and submit report to the account daily

- Prepare receipt for customers

**Working Knowledge with:** Peachtree Accounting

Great Plains

Doc link

Insure 90

Lansa

**Hobbies Profile**

* Socializing
* Reading
* Family Time

**Reference Profile** Mr. Oliver Joseph

Pastor of St. John’s Spiritual Baptist Church

Tel: 796-8784

Ms. Deborah Blades

Principal of Trinity educational Centre

Tel: 664-1355

Ms. Joy Dass

Manager of Avon at Anthony P. Scott & Co. Ltd.

Tel: 675-5566 / 731-6211