Geneiva whiskey

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# Objective

To attain a position in your esteemed organization that affords me the opportunity to demonstrate my business administrative skills along with my positive thinking to add value to your establishment.

# Experience

Omniscient Franchises

Supervisor ( 2010 -2015)

* Payroll
* Auditing
* Time Management
* Customer Service Representative
* Office Assistant

# Education

* The Association of Business Executives (ABE) JUNE 2013

Diploma in Business Management (Financial Management Pathway)

* Association of Chartered Certified Accountants (ACCA) JUNE 2012

Management Information

* Association of Chartered Certified Accountants (ACCA) JUNE 2012

Financial Transactions

* Junior Accountant Certificate
* Practical Accounting Services A+
* Creation of an Accounting System

1.Book keeping A+

2. Finalization of Accounts A+

* Computerized Accounting

1. Introduction to Computer A
2. Microsoft Excel A+
3. Peachtree Accounting A+

* Office Skills A+
* Computer literate
* Caribbean examination council (CXC)
* Mathematics two (2)
* English two (2)
* Biology three (3)
* Principles of Accounts two (2)
* Principles of Business two (2)

# Skills

* Excellent customer service skills
* Strong computational skills
* Highly developed communication + interpersonal skills
* Self motivated

# References

Dean Joseph

Manager

349-0194

Karen Coosal Corridon

Coast Guard officer

468-1803