**JANELLE** **BORRIS**

#34 SOUTHERN GARDENS WARDEN ROAD POINT FORTIN, Cellular (868) 301-0753 janelleborris@yahoo.com

**Career Objective**

To work in the company to utilize, grow and enhance my background in the working environment.. As a knowledgeable beginner in the field I would be able to apply my analytical and typing skills for the job required. My willingness is to work collectively as a team member by being productive along with accomplishing various responsibilities and roles of this organisation. As an individual with two plus years of experience my belief is that I can be beneficial because of my educational background and working experience.

**Employment Experience**

*December 2016 – May 2017*

**Clerical Assistant,** *South West Regional Health Authority, Point Fortin*

• Updated monthly Return of Personal (ROP) for both South West staff and on the job trainees and forward correspondence to finance and facilities management departments.

Compiled doctor's vacation leaves application for audit purpose.

Provided clerical support assisting with scanning, copying and emailing projects

Gathered, stamp, scan, copy, email, file and drop off all trainees timesheet to the training unit

Forward all correspondence and emails to various departments

• Greet all employees and attend to queries and request through calls and visits at the office

Copy, stamp and package vacation leave, non-approval letters and job letters for courier deliver and various heads of department

Sort and stamp outgoing mails and register them in log book.

File correspondence and other records which included, vacation leave applications/approvals, resumption/assumption of duty letters and contracts letters

*April 2016 – December 2016*

**Customer Service Representative,** *South West Regional Health Authority, Point Fortin*

• Time and motion study- monitored how long it took to triage, be examined by nurses, see doctor and get prescription filled.

Prepared and gave speech to patients on various diseases and their rights and obligations of the health care service.

Setting up of brochure stands and distribute brochures to patients

*September 2015 – March 2016*

**Clerical/Accounting Assistant Trainee,** *South West Regional Health Authority, San Fernando and Point Fortin*

• Payroll department- included entering data to pay monthly and fortnightly employees, calculation of pool overtime and extend hours worked

• Prepared employees overtime report to be paid in the following month/fortnight payroll.

Worked on a five month (5) arrears project (back pay)

Worked on a fixed asset verification project

Data entry for journal vouchers-purchases, stock invoices, medical report receipt, purchase order and entering HR notes using GP and Ezpay software

Cashier for the payment of medical bill using links transaction.

Distributed pay slips and TD4's to employees

*May 2015 – September 2015*

**Customer Service Representative,** *South West Regional Health Authority, Point Fortin*

• Generated Report- accumulation of data, along with gathering findings, presenting feedback and recommendation to better the service provided by the organisation

Provided patients with feedback on services the organisation provided including date and time of various clinics along with the doctors for specific clinics.

• Monitored patients and staff count on a daily basis and took concerns, complains or suggestions from them.

• Administered surveys to patients which gathered information on the service that the patients received form the organisation.

**Academic Qualifications**

**2017**

*The University of the West Indies Open Campus, Point Fortin*

Certificate in Occupational Health and Safety (Awaiting Certificate)

**2016**

*The University of the West Indies Open Campus, Point Fortin*

Certificate in Taxation with Book Keeping and Accounting

**2016**

*The University of the West Indies Open Campus, Point Fortin*

Supervisory Management 2

**2015**

*School of Practical Accounting and Accounting Services, San Fernando*

Certificate in Peachtree Accounting with Microsoft Excel and Introduction to computers

**2014**

*School of Accounting and Management (Anglia Ruskin University), San Fernando*

BA Hons Degree in Business Management

**2011**

*The University of the West Indies Open Campus, San Fernando*

Certificate in Business Management

**2009**

*Holy Name Convent, Point Fortin*

7 O'Levels

**Skills**

• Microsoft Office- Word, Excel and Power Point

• Software- Ezpay and GP

• Typing

• Problem Solving