**OBJECTIVE**

To build a career in the field of accountancy within an organization where I can continue to grow and develop my professional skills and competencies whilst adding value to the company

**PERSONAL**

Date of Birth: September 23, 1984

Civil Status: Married

Gender: Female

**PROFESSIONAL EXPERIENCE**

I have gained 16 years experience in the accounting industry where I have had opportunities to work in all areas of the accounting cycle from processing data entry to generating reports.

**Jun 2008 – Aug 2017: *Sunny Group of Companies - Accounts Assistant***

* Assist with preparing monthly financial reports
* Data entry, file management
* Preparation of payment vouchers
* Maintenance of payables ledgers and reconciliations
* Receivables maintenance
* Bank reconciliations and working capital management
* Processing of sales invoices
* Ad -hoc requests/reports as requested by the CFO

**Mar 2004 – Dec 2004: *Maharaj Budget Prices Supermarket- Accounts Assistant***

* + - * + Payables Maintenance
        + Data Entry

**Sept 2001 – Dec 2003: ADM Import Export Distributors Ltd- *Accounts Assistant***

* + - * + Receptionist, Cashier

Purchase Order Clerk

Billing Order Clerk

**EDUCATION**

**CURRENTLY PURSUING :** ACCA Level II

School of Business & Computer Science

**CERTIFIED ACCOUNTING TECHNICIAN (CAT):**

Jan 2010 – Dec 2013: School of Business & Computer Science

CAT: T1, T2, T3, T4, T5, T6, T7

**CXC O’Levels**

El Dorado Secondary Comprehensive- Sept 1996 – Jun 2001

* English A
* Principles of Business
* Principles of Accounts
* Caribbean History
* Mathematics
* Spanish

**OTHER SKILLS AND COMPETENCIES**

**Peachtree Accounting** *Certificate awarded*

School of Practical Accounting and Accounting Services: Feb 2003 – Mar 2003

**VAT, Taxation & Payroll** *Certificate awarded*

**Office Administration** *Certificate awarded*

A-Plus Learning Center: Jul 2002 – Oct 2002

**Computer literacy** *Certificate awarded*

Arouca Learning Centre: Aug 2001 – Dec 2001

Proficient in the usage of:

* QuickBooks and Peachtree Accounting software
* Computer Literacy: Microsoft Office

**REFERENCES**

Paul Morrison, Director - PAM Enterprises

Tel: 380-7573 or 749-2260

Nalini Narine, Senior Accountant - Sunny Group of Companies

Tel: 475-2036