**Alicia Mary King**

#2 Gangadeen Trace, Race Course Road, Carapo, Arima

Phone No.: 491-8752

**OBJECTIVE**

***To apply my work experience and education attained in a position that enables me to use them to the best of my ability.***

**PROFESSIONAL EXPERIENCE**

**ITN Worldwide Ltd.**

**Team Lead Finance & Administration- February 23, 2015- Present**

* Monitor payment-related customer account details such as non-payments or delayed payments; initiates contact with customers whose accounts exceed credit terms and follow up with account settlements.
* Engage in collection of all outstanding accounts receivable (AR) customers balances and coordinate the process of collection and receipts
* Prepare and maintain monthly and other accounting summary reports by updating the Ageing report weekly.
* Process Billings, Costings and Adjustments using the Magaya software
* Posting all Accounting entries into the Magaya Software
* Process all payments to local vendors and Foreign Agents
* Process Sales Commissions
* Maintain Petty Cash
* Respond to customer inquiries
* Provide customers with timely and accurate account information
* Facilitate resolution of individual occurrences of account discrepancies and problems
* Provide any information to the customer or agent required concerning company services, operating policies, etc.
* Performs all Cashier related duties-( Cash, Cheque and Linx transactions)
* Prepares Bank Deposits
* Liaise with Company’s bankers, regarding any information required such as discrepancies, availability of foreign currency etc.
* Follow up on all daily bank transactions
* Assist in month end close-off
* Prepare monthly and annual financial reports
* Ensure to prepare and provide all documentation and reports required for audit purposes
* Assist in co-ordination of External Audits
* Prepare and pay Vat , Corporation Tax, Green Fund Levy and Business Levy
* Prepare Budgets annually
* Assist HR with the submission of employees’ documentation such application for leave, timesheets etc.
* Work closely with the General Manager
* Supervise all members of staff
* Engaged in all other duties as required

**CIC Insurance Brokers Ltd.**

**Senior Accounts Technician- January 02, 2013- January 31, 2015**

* Reconciliation of Insurers Control Account to GI 3000
* Preparation of local and foreign Insurers’ Payments
* Preparation of Journals
* Preparation of Corporation tax
* Preparation of VAT returns and maintenance of VAT file
* Processing of payment of Commissions to employees
* Relieve Cashier when required and balance cash daily
* Preparation of batching of schedules of invoices for IT
* Verify information on cheque payment vouchers submitted by other departments
* Assist in entering journals and cheque payments in Peachtree
* Preparation of Aged Analysis Report of Insurers and Debtors Control for Board

**Centrica Energy**

**Accounts Payable Clerk (Contract) -** October 09- December 07, 2012

* Maintenance of supplier master data within the Sub-ledger
* Correspond with vendors and respond to inquiries
* Processing of invoices and employee expenses
* Preparation of balance sheet reconciliations and analysis of accounts
* Preparation of supplier reconciliations
* Completion of month end checklists, statutory and country reporting

**GGI Ltd.**

**Assistant Accountant (Contract) -** July 09, 2012- September 21, 2012

* Assisting in Accounts Receivables/Payables
* Reviewing Payroll
* Reviewing Inventory Costings
* Preparation of Vat Return, Corporation Tax and Business Levy
* Preparation of Bank instruction letters
* Preparation of monthly Bank Reconciliation Statements
* Communicating and corresponding with the various banks on the availability of foreign currency
* Ensuring the settlement of foreign suppliers do not exceed due date
* Filing of documents
* Following up on all daily bank transactions

**TATECO Credit Union Co-Operative Society Ltd.**

**Senior Audit Clerk (Contract)-**November 01, 2011- May 31, 2012

* Preparation of Audit Program
* Reviewing of system of internal controls to determine its adequacy
* Ensuring compliance to Credit Union’s policies and procedures, and laws and regulations especially those which can have a significant impact on its operations
* Ensuring that assets are safeguarded and verifying its existence
* Providing objective analysis, appraisals, recommendations and information concerning activities reviewed
* Determining whether there is proper record keeping throughout the organization
* Reviewing the reliability and integrity of financial and operational information
* Verifications assisted and enhanced by the use of the Emortelle software

**Unit Trust Corporation of Trinidad & Tobago-**

**Accounting Clerk (Contract)-**November 22, 2010-April 29, 2011

* Preparation of monthly Bank Reconciliation Statements
* Reconciliation of daily Sales/Deposits
* Processing of Wire Transfers
* Preparation of cheques for the reimbursement of Company Bank Accounts
* Maintaining General Ledger Accounts and making necessary correcting Journals
* Processing of reports using the SAP software
* Preparation of Postings/Daily Journals
* Posting of Wire Transfers and Journal Entries to the General Ledger using the SAP software
* Filing of documents

**Atlantic LNG Company of Trinidad & Tobago Ltd –**

**Temporary Assignment via Eve Anderson Associates Ltd**

July 27 - August 6, 2010 and August 17 - August 20, 2010

**Accounting Assistant (Accounts Payables)**

* Processing of invoices for payments using the Oracle software and Lotus Notes

**Home Student-**January 2009- June 2010

**School of Business & Computer Science**

**Student**-January2007-December 2008

**Electrical Industries Ltd, Tumpuna Road, Arima**

**Payroll Co-ordinator** April-October 2007

* Preparation of monthly Bank Reconciliation Statements, weekly reports & weekly payroll using the Ezpay software package
* Preparation of payment for N.I.S and B.I.R. on a monthly basis
* Reimbursement of petty cash float and ensuring each item of expenditure is accounted for and recorded via the cash book
* Handling all cash and cheque receipts and ensuring that they are in the correct amount as compared to receipts and deposited
* Preparation of cheques to cover salaries, payment of medical insurance and other company expenses associated with employees using the Great Plains software package
* Assisting in Payables in the preparation of cheque payments to suppliers and liaising with suppliers on updates of their payments
* Co-ordinating with Human Resource department to obtain information on any employees’ change of status/ position

**Customer Service Representative-**January 2007-March 2007

* Preparation of sales invoices using the Great Plains Software
* Processing Orders
* Liaising with production department to ensure customers’ requirements are fulfilled in a timely manner
* Updating and maintaining back orders
* Maintaining various records and files including customer complaint logs
* Providing quotations and budgetary pricing to customers

**Maloney Regional Complex, Maloney**

**Accounting Assistant (O.J.T)**

July-November 2006

* Photocopying, filing, faxing & stock taking
* Preparation of Cashbooks, Bank Reconciliation Statements, Ledger Accounts, Payroll and Monthly reports

**Elections & Boundaries Commission, Arima**

**Clerical Assistant (O.J.T.)-**May-July 2006

* Dealing with citizens’ registration, renewal and lost of identification cards
* Dealing with the change of names and addresses of citizens’

**Western Union Money Transfer, Arima**

**Customer Service Representative** (April 2006)

* Dealing with the buying & selling of foreign currencies
* Transferring of monies locally & foreign
* Balancing of cash on a daily basis

**Fulltime Parent**

April 2000-March 2006

**Jadoo’s Bookstore, Arima**

**Sales Clerk**

Sept 1999-March 2000

**Hafeez Karamath Construction Ltd, El Soccoro, San Juan**

**Files & Data Entry Clerk**

June-August 1999.

**EDUCATION**

**Association of Certified Chartered Accountants (ACCA)**

* **ACCA Level 111:**

**Currently pursuing (P5) Advanced Performance Management (final paper)**

**Successfully completed:**

* + **(P1) Professional Accountant**
  + **(P2) Corporate Reporting**
  + **(P3) Business Analysis**
  + **(P4)Advanced Financial Management**
* **ACCA Level 11 (successfully completed)**
* **ACCA Level 1 (successfully completed)**

**School of Practical Accounting -2015**

**Advanced Taxation Course**

* **Grade B**

**Arima Senior Comprehensive School** -1997-1999

GCE ‘A’Levels:

* Mathematics D
* General Paper C

**Arima Government Secondary School -**1992-1997

CXC / GCE: ‘O’Levels:

* Mathematics 1
* Principles of Business 1
* Add Mathematics A
* English Language 11
* Principles of Accounts 11
* Biology 11

**PERSONAL INFORMATION**

Date of Birth: June 3, 1981

Nationality: Trinidadian

**INTERESTS**

Reading, listening to music and dancing

**REFERENCES**

Name: Rishi Ramnath

Position:Accountant

Company: CIC Insuarance Brokers

Contact No: 302-0727/623-1171

Name: Todd A. Vitko

Position: Corporate Controller

Company: Amerijet International Inc.

Contact No #: 954-214-5501