Rachael Martin

Email: [rachaelmartin56@yahoo.com](mailto:rachaelmartin56@yahoo.com), Telephone: 339-5334

673 St Croix Road, Princes Town.

**DATE OF BIRTH:** 24th November 1993

**MARITAL STATUS**: Married

**EDUCATION:**

CURRENTLY PURSUING ACCA QUALIFICATION

Attained Paper F1- Accountant in Business with a pass of 65%

Attained the Professional Ethics Module - 67%

**CAPE JUNE 2015**

Law Unit 1

Law Unit 2

**COWEN HAMILTON SECONDARY SCHOOL**

**Awarded CAPE Diploma in Business Studies 2012**

Achieved passes in the following units:

Accounting (Unit 1 and 2)

Caribbean Studies

Communication Studies

Economics (Unit 1 and 2)

Management of Business (Unit 1 and 2)

**CSEC**

**Awarded CSEC Certificate in Business 2010**

Achieved passes in the following subject areas:

Agricultural Science

Biology

Economics

English

Mathematics

Social Studies

Office Administration

Principles of Accounts

Principles of Business

**WORK EXPERIENCE**

Currently Self Employed

Tutoring Primary and Secondary Students

**LUTCHMEESINGH’S TRANSPORT CONTRACTOR’S LIMITED**

**(May-August 2017)**

**Payroll Clerk:**

Duties Assigned were:

Filing, Data Entry of Employees Attendance

Communicating with staff about any variances in salaries

Producing cheque and cash payment vouchers

Reporting to the General Office Manager

**DETOURS GENTS STORE LTD**

**(October 2016-May 2017)**

**Point of Sales Clerk**

Duties Assigned were:

Cashing, Balancing float daily,

Compiling Timesheets

**PERSAD’S SUPERSTORE LTD**

**September 2013 -October 2016**

**Point of Sales Clerk**

Duties Assigned were:

Cashing, Assisting Various Types of Customers

**ST. GEORGES ACADEMY**

**September 2012- August 2013**

**Clerical Assistant / Teacher**

Instructed Business and Accounting Class

Instructed Power Hour After School Remedial Classes

Performed Clerical Duties

Administered Pearson Examinations

**UNIT TRUST CORPORATION**

**Intern**

**July 2012-August 2012**

Vacation Internship Program

Performed Clerical Duties

Filing, Front desk reception,

Data Entry.

**INTERESTS**

Tutoring and mentoring children

Reading various types of novels

**REFERENCES**

Julie Bain

Teacher

Contact Number: 762-8414

Herbert Christopher

Past Principal

Contact Number: 655-0569