AVRIL COURTNEY

[Courtneyvanessa3935@gmail.com](mailto:Courtneyvanessa3935@gmail.com)

Contact# 378-8526

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SKILLS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Results-oriented
* Proficiency in Training and development
* Quick learner
* Computer proficient
* Financial records and processing
* File/records maintenance
* Microsoft Office

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nagico Insurance Trinidad & Tobago Limited**

Port of Spain - Trinidad

**Job Title: Period**

Senior Accounts Officer 07/2015 – 06/2017

**Duties:**

* Accounts Payable/Receivable
* Bank Reconciliation
* Petty Cash Reimbursement/Disbursement
* Company Expense Schedules
* End of Year Audit Schedules
* Fixed Asset Register
* Claims Paid Reconciliation
* Wire Transfers
* Cashing/Deposits
* Preparation of Journals
* Brokers & Agents Statement of Account
* Control Accounts Reconciliation
* Collections
* And Other Accounting Duties.

**Medical Associates Hospital Limited**

St. Joseph - Trinidad

**Job Title: Period**

Accounts Receivable Clerk 10/2014 –04/2015

**Duties:**

* Cash Receipt Journals
* Supervising and Balancing off Cashiers
* Statements
* Aging Analysis
* Reconciliations
* Collections

**First Guard Security Group Limited**

Main road Chaguanas - Trinidad

**Job Title: Period**

Admin Assistant/ 02/2012 – 05/2014

Accounts Clerk

**Duties:**

* Company Expenses
* Security Man Hours
* Payroll
* Petty Cash
* Daily Bank Deposits.

**Ramesh & Leela Supermarket Ltd**

Croisee, San Juan – Trinidad

**Job Title: Period**

Cashier/Supervisor 10/2009 – 02/2011

**Duties:**

* Cashing Point of Sale
* Balancing Cash Register
* Accounting for Shortage
* Supervising Front End Staff
* Balancing off Cashiers.

**Ministry of Tertiary Education**

**Job Title:**

Office Clerk

**Duties:**

On The Job Training Programme **Period**

Contracted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EDUCATION AND TRAINING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMON ENTRANCE EXAMINATION 1999**

Toco Anglican School, Paria Main Road Toco – Trinidad & Tobago

**CARIBBEAN EXAMINATION COUNCIL 2005**

Toco Composite Secondary School, Paria Main road Toco – Trinidad & Tobago

English         II

Spanish         III

Principles of Business II

Principles of Accounts II

Office Procedures       I

**CAPE A’ LEVEL 2007**

Accounting I

Accounting II

Economics I

Economics II

**JUNIOR ACCOUNTANT COURSE 2013**

School of Practical Accounting, Main Road Chaguanas – Trinidad & Tobago

**CERTIFICATES IN APPRENTICESHIP PROGRAMME, HANDS ON PROJECTS AND BOOK KEEPING.**

* Introduction to Accounts
* Finalization of Accounts
* Practical Book Keeping
* Interpretation of Accounts
* Vat, Income Tax, Payroll
* Creation of Ledgers
* Extraction of Trial Balance
* Creation of Journals
* Preparation of Financial Statements.

**STUDENT ACCOUNTANCY CENTRE, Main Road Chaguanas – Trinidad & Tobago** Present

CAT/FIA- ACCA

* FA1 - Recording Financial Transactions
* MA1 – Management Information
* FA2 – Maintaining Financial Records
* MA2 Management Information
* FAB - Accountant in Business
* FMA - Management Accounting
* FFA - Financial Accounting

ACCA Level 2 – Corporate Business and Law

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ACTIVITIES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Avid Netballer – Trinidad & Tobago Netball Association

Member of the Pre School Association

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REFERENCES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Neil James**

Police Constable – Trinidad & Tobago Police Service

Contact # 336-9485

**Owen Hem Lee**

Police Constable – Trinidad & Tobago Police Service

Contact # 764-6033

**Keisha Punter**

Police Constable – Trinidad & Tobago Police Service

Contact # 362-6050