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| **Shermain Shelly – Ann Alleyne**  18a Belle Vue Long Circular Road  St. James  1-868-274-8447 | |
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| **SUMMARY** | |
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| Experienced professional seeks position as **Accounting Assistant**. **/Administrative Assistant**. | |
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| **PROFILE** | |
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| �       Experienced bookkeeper. Proficient in accounts payable and receivable, and reporting and spreadsheet management. Able to meet tight deadlines. | |
| �       Highly **driven and ambitious**. Active at increasing responsibility. | |
| �       **Hardworking**. Willing to dedicate long hours to improve company performance. | |
| �       Organized and **accurate.** Ability to deal with multiple deadlines and projects. | |
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| **EXPERIENCE** | |
| March 2010 - October 2017 | |
| **Accounts Clerk**: Emergency 24 Security Services Ltd- |  |
| Operations Clerk for Alarm Technicians. | |
| �   Edit and Post Daily Sales Invoices | |
| � Reconcile and pay bills to several vendors. Maintain daily expense reports. Coordinate payment schedules for Creditors | |
| �   Manage accounts receivable and billing services. Process monthly reports.  Use Dac Easy software to manage accounting data. | |
| � Seek out increased responsibilities to improve company efficiencies.  Payroll  Customer Service Representative. | |
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| **Accounts Clerk: LJ Williams Co. Limited** | 2009-2010 |
| Responsible for managing all inventory operations, from procurement to staff supervision. | |
| �       Organized a system to improve ordering procedures and shipping costs. | |
| �       Enter Bill of Lading, Accounts Receivables & Payables for shipping clients. | |
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| **Accounts Clerk : T&T Police Canteen** | 1999-2009 |
| |  | | --- | | �   Edit and Post Daily Sales Invoices | | � Reconcile and pay bills to several vendors. Maintain daily expense reports. Coordinate payment schedules for Creditors  Bank Reconciliations  Purchasing / Procurement of goods and services |   . | |
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| **Teaching Assistant: Ministry of Community Development** | 1998-1999 |
| Supervised Students on Caring for the Elderly. | |
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| **EDUCATION** | |
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| �       **ABE Diploma Level 1 Business Management** | |
| �       **Diploma Travel Agency Management**. | |

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| �       **Certificate in Marketing** |
| �**Certificate** **in Travel & Tourism Management** |

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| �       **Certificate in Advance Practical Accounting** |
| �       **Certificate in Peachtree Accounting**. |

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| � **Certificate in Customer Service** |
| �       **Certificate in Protocol & Events Management** |

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| � **Certificate in Certified Executive Assistant** |
| �       **Certificate in Clerical Assistant & Typing Skills**  **EDUCATION**  **Tranquility Government Secondary School 1984-1989**  **CXC O Levels General Subjects**  **English Language Grade 2**  **Principles of Business Grade 2**  **Office Producers Grade 2**  **Principles of Accounts Grade 3**  **Social Studies Grade 3**  **Mathematics Grade 4** |

**References**: **Mr. Emanuel Vivian Duncan**

Apostle – Divine Destiny Worship Centre

Diego Martin – 633-3780