Nelisha Francois

La Clave Street

Montrose, Chaguanas

Trinidad

1-868-341-6036

Email: **nfrancois2805@gmail.com**

Education:

ACCA Diploma in Accounting and Business

Association of Chartered Certified Accountants (ACCA)

2015 – Present

Paper F4: Corporate and Business Law

Paper F3: Financial Accounting

The Context and Purpose of Financial Reporting

The Qualitative Characteristics of Financial Information

The Use of Double Entry and Accounting Systems

Recording Transactions and Events

Preparing A Trial Balance

Preparing Basic Financial Statements

Preparing Consolidated Financial Statements

Paper F2: Management Accounting

The Nature, Source and Purpose of Management information

Cost Accounting Techniques

Budgeting

Standard Costing

Performance Management

Paper F1: Accountant in Business

The Business Organization, Its Stakeholders and the External Environment

Business Organizational Structure, Functions and Governance

Accounting and Reporting Systems, Controls and Compliance

Leading and Managing Individuals and Teams

Personal Effectiveness and Communication

Professional Ethics in Accounting and Business

Cambridge International College (2012)

Accounting & Finance in Business & Management

Business Economics & Commerce

Dominica State College

Accounts: Associate’s Degree (2005-2008)

English 1 and 11

Mathematics

Financial Accounting 1 and 2

Intermediate Accounting 1 and 2

Principles of Management

Principles of Costing 1 and 2

Business Law

Psychology

Sociology

Micro Economics

Computer Science

Ethics

Caribbean Examination Council (CXC)

Subject Proficiency Grade

English General 1

Socials Studies General 1

Principle of Accounts General 1

Mathematics General 2

Integrated Science General 2

Principle of Business General 2

French General 2

Computer Skills:

Internet and Email

Microsoft Office

QuickBooks

Counter Point

Traverse

**Class B Driver’s License.**

Working Experience:

2014-2016 Finefoods Inc.

Supply Chain and Logistics Officer

Duties: Preparing and submitting monthly insurance report

: Receipt of goods into Software

: Preparation of purchase orders, overseas and local

: Verifying/Following up on orders placed

: Updating monthly sales forecasts

: Logistics

: Sourcing products

: Costing products

: Preparing import permits for shipments

: Ensuring Supplier invoices are received with correct

quantity and price

Inventory Officer

Duties : Inventory Management

: Developing internal controls

: Physical counts of stock

: Spot Checks

: Investigating variances/ variance reports

: Preparing material Requisitions

: Processing credit notes

: Receiving or Entering of goods

: Verification of expiry dates, condition and quantity of goods received

: Keeping record of goods returned or damaged

: Updating inventory database

**Other Duties** : Bank reconciliation

: Invoicing/ Customer Service

2011-2014 H.H.V Whitchurch & Co Ltd. Picard, Portsmouth

**Inventory and Purchasing Officer**

Duties : Updating inventory with the receipt of goods from local

and overseas supplies

: Preparing handwritten and system purchase orders

: Sending and faxing orders

: Reconciling and investigating stock variances

: Pricing

: Providing Customer Service

: Item Spot checks/ Cycle counts

: Filing

: Completing weekly sales report

January 2011 Domlec (One month Attachment)

Office: Dispatch Clerk

Duties : Customer service care

: Recording/stock keeping of equipment

: Assigning teams to locations

: Recording of all jobs done per day by dispatch team : Recording time and response of dispatch calls

: Taking dispatch calls of problems

2009-2010 Clear Harbor

Customer Service Representative

Duties : informing customers of account balances

: selling goods and services

: walking customer though technical issues

: pay bills over the phone

: checking up on customers

: explaining policies and procedures to customers

: fixing technical issues

References: **Ms. Sharon Rabess**

Supply Chain & Logistics Supervisor

Finefoods Inc

Jimmit

Telephone #: 767-316-0183

Elizabeth Hill

Accounts Manager

Fine foods Inc.

Jimmit Telephone #: 767-617-1198

Mr. Pascal Hilton

Pastor

Bioche Nazarene Church

Bioche

Telephone#: 1-767-276-6919