**KAREENA S. KENNEDY**

**SOUTH OROPOUCHE**

**TELEPHONE # 360-8086**

**EMAIL: skkareena@hotmail.com**

**OBJECTIVE:**

To be the best that I can be, keeping focus on my goals and aspirations. I work hard to ensure productivity.

**PROFILE:**

I work well with other people and I do so to the best of my ability to ensure the success in whatever I am doing.

**PERSONAL INFORMATION:**

* NATIONALITY: Trinidadian
* GENDER: Female
* MARITAL STAUTS: Single
* DATE OF BIRTH: 10/30/1991

**EDUCATION:**

* UNIVERSITY OF TRINIDAD AND TOBAGO: 2015 - Present
* SCHOOL OF PRACTICAL ACCOUNTING: APRIL 2014 – MAY 2014
* SCHOOL OF PRACTICAL ACCOUNTING: MAY 2014 – JUNE 2014
* SCHOOL OF PRACTICAL ACCOUNTING: JANUARY 2014- APRIL 2014
* SCHOOL OF PRACTICAL ACCOUNTING: SEPTEMBER 2011-DECEMBER 2011
* N.E.S.C: JULY- AUGUST 2010
* VESSIGNY SECONDARY SCHOOL: 2003-2010

**QUALIFICATIONS:**

CERTIFICATE

* OSHA HEALTH AND SAFETY
* MS PROJECTSGRADE A
* INTRODUCTION TO PROJECT MANAGEMENT GRADE A+

CERTIFICATE IN ACCOUNTING

* PRACTICAL ACCOUNTING GRADE A
* CREATION OF AN ACCOUNTING SYSTEM GRADE A
* COMPUTERIZED ACCOUNTING (Peachtree) GRADE A
* OFFICE SKILLS GRADE A+

VESSIGNY SECONDAY SCHOOL

* MATHEMATICS GRADE 3
* ENGLISH A GRADE 3
* INTEGRATED SCIENCE GRADE 3
* PRINCIPLE OF ACCOUNTS GRADE 2
* PRINCIPLE OF BUSINESS GRADE 3

N.E.S.C

* COMPUTER LITERACY
* ADVANCE MICROSOFT ACCESS GRADE A

**EXPERIENCE**

**COLEMAN THE GROUP: 2012 – 2014**

**Duties:**

* Payroll
* Accounts Payable
* Deposits
* Bank Reconciliations
* QuickBooks operating system
* NIS and PAYE Preparations
* Auditing
* Office duties

**JTA SUPERMARKET 2010 – 2012**

**Duties:**

* CSR Cashier

**REFRENCES**

Mr. Bernel Morris (Pastor)

Grace and Truth Hal Assembly

Telephone: 677 - 7046

Mrs. Audrey Phillips

Justice of the Peace

Telephone: 677 - 2007