**MAKEDA ADOLPHUS** **Tel:**1-868-292-5193

**Address:** Lot 7 & 8 Lopinot Road, Arouca **Email:** makedaa86@gmail.com

**CAREER OBJECTIVES:** To work in a dynamic, challenging organization where I can put my natural people skills as well as my experience to work, demonstrating to my employer that I am an asset to the organization. Working hand-in-hand with my co-workers to achieve maximum profits and push the organization upward.

**EDUCATION:**

* Sital College of Tertiary Education
* University of the West Indies Open Campus (Mayaro)
* Trinizuela Vocational College
* Institute of Commercial Management
* Princes Town Senior Comprehensive School
* Princes Town Junior Secondary School
* Ortoire/ St Joseph RC School

**QUALIFICATION:**

* Level 4 Diploma in Business Management
* Certificate in Administrative Professional Office Management
* Single Subject Diploma in Human Resource Management
* Single Subject Diploma in Safety Management
* Mathematics (III)
* English A (III)
* Principles of Business (III)
* Typing (II)
* Office Administration (II)

**OTHER CERTIFICATION:**

* AML/CFT CERTIFICATE OF PARTICIPATION
* DEFENSIVE DRIVING CERTIFICATE
* FIRE SAFTEY TRAINING CERTIFICATE
* FIRST AID, CARDIO PULMONARY RESUSCITATION (C.P.R) & AUTOMATED EXTERNAL DEFIBRILLATOR (A.E.D).
* SKILLS FOR SUCCESS CERTIFICATE (DALE CARNEGIE)
* BASIC ELECTRICAL INSTALLATION
* BASIC BOOKKEEPING
* WELDING LEVEL 1
* BASIC COMPUTER LITERACY
* CERTIFICATE OF PARTICIPATION (CIVILIAN CONSERVATION CORPS)
* CERTIFICATE OF MERIT
* CERTIFICATE OF ACHEIVEMENT
* CERTIFICATE OF PROFICENCY

**PROFESSIONAL WORK EXPERIENCE:**

**Supervisor Compliance (Ag) :(Job Title):**

**Acted in the position of supervisor compliance for approximately three months. Duties included:**

* Final check and sign off on documents
* Preparing monthly reports
* Attending meeting when requested to present reports

**CSR LENDING (Job Title)**

* **MASSY FINANCE GFC LIMITED (Compliance Department)**

**15th Feb 16 – Present**

* Verification of KYC documents to ensure that they are in line with Central Bank & company compliance policy standards.
* Ensuring that loan officers meet all conditions requested by the risk department.
* Preparing closing documents (lease agreements, Promissory Notes, MBS, Chattel Mortgages, Hire Purchases, etc) for commercial department.
* Liaising with employers to confirm information provided by the customer.
* Calculating DSR and Residue.
* Preparing Payment vouchers.
* Preparing Journal Vouchers.

**MAYARO INIATIVE FOR PRIVATE ENTERPRISE DEVELOPMENT**

**31st Jul 12 – 05th Feb 16**

Loan Officer (Job Title)

* Preparing loan proposals.
* Preparing application data.
* Meeting monthly targets.
* Working hand in hand with delinquent clients.
* Handling queries.
* On- boarding new clients to the organization.

**MAYARO INIATIVE FOR PRIVATE ENTERPRISE DEVELOPMENT** **01st Mar 11 - 31st Jul 12**

Administrative Assistant (Job Title)

* Prepare legal documents to be sent to the company’s lawyer
* Enter Vouchers on the system using CUMME software
* Enter loans on the system using the CUMME software
* Disbursing Loans
* Typing letters, memos and other documents requested
* Preparing Cheque payment vouches when needed
* Collect payments from clients and issue customers with receipts and giving them balances when they request a balance
* Closing off clients’ accounts
* Placing payments on clients’ savings plan account
* Ensure all visitors be attended in a timely and courteous manner
* Answering the telephone and assisting customers via the telephone
* Update client file with relevant information
* **CENTRAL STATISTICAL OFFICE**

**2011 JAN-MAR**

Census Enumerator (Job Title)

* Data Collecting and Filing
* Assessing all information collected
* Updating the Enumeration District’s Map
* **MINISTRY OF FINANCE (OJT)**

**2010 FEB - JUN**

Clerical Assistant (Job Title)

* Assisting the Ministry in collecting data in the assessment of buildings for the Property Tax Bill.
* Assessing data collected and organizing it in a suitable form for preparation of calculations.
* Dealing with individuals in a courteous manner.
* Interacting with individuals (people skills).
* **GUAYAGUAYARE HIGH SCHOOL (OJT)**

**2009-2010**

Clerical Assistant (Job Title)

* Undertook clerical duties such as typing documents, filing, handling mail, photocopying and meeting and greeting visitors just to name a few.
* Assist teachers in correcting student’s exams.
* Assist with the Textbook Rental Program.
* Assist in the registration of new students to the school.

**REFERENCES:**

* **Rory Jitta**

Torrib Trace, Princes Town

General Manager

Mayaro Initiative for Private Enterprise Development

310-0909/ 630-7446

* **Marisa Rojas**

Tabaquite Road, Rio Claro

Loan Officer

Mayaro Initiative for Private Enterprise Development

310-0914/ 630-7446

* **Naomi Guy**

Calmapas Village, Guayaguayare.

Administrative Manager

Mayaro Initiative for Private Enterprise Development

360-0911/ 630-7446