Dear Sir / Madam:

I am actively seeking employment in your dynamic, fast-paced multi-tasking organization. My past employments have equipped me with a multitude of skills that would be of value to your organization and I would like to continue my growth at your reputable organization.

Throughout my stay at those organizations outlined in my resume’, I demonstrated to my past superiors an exceptional capability for meeting all objectives and demands issued to me. In addition to my professional skills, I have proven to be diligent, hard working and productive as an employee while collaborating and liaising my counterparts.

If my abilities meet the needs of your organization, I would greatly appreciate the opportunity of speaking with you personally at your earliest convenience. I have attached a copy of my resume’. Thank you for your time and consideration.

Kind Regards,

…Crystal Giles…

#794-6099

Crystal Giles

**51AJohn Persad Road, Fireburn, Freeport**

**Telephone #: 333-6813/794-6099**

**Email:** [**crystal.giles@hotmail.com**](mailto:crystal.giles@hotmail.com)

*[Type sidebar content. A sidebar is a standalone supplement to the main document. It is often aligned on the left or right of the page, or located at the top or bottom. Use the Text Box Tools tab to change the formatting of the sidebar text box.]*

***PROFILE:*** *Accounting, administrative and merchandising support, offering versatile office management skills and proficiency in Microsoft Office. Able to multi-task, prioritize, and meet tight deadlines without compromising quality.*

|  |
| --- |
|  |

* **Accounts Clerk/Cashier**
* **Overnight Merchandising Stocker**
* **Accountant's Assistant**
* **Apprentice in agricultural programme**

**Professional Skills:**

Skills learnt:

* Utilizing QuickBooks, Peachtree and Diamond systems for accounting purposes
* Payables and Receivables
* Payroll/Data Entry
* Preparation of relevant reports, journals, customer statements and letters
* Preparation of packages for collection via DHL, TTPOST etc.
* Customer service and Cashing
* Creating Charge accounts on system and contract preparation
* Faxing and Filing
* Photocopying and shredding
* Telephone answering
* Tutorial skills and Verifying documents
* Taking inventory of merchandise needed for shelf replenishment

**Crystal** [**Giles.**333-6813.crystal.giles@hotmail.com](mailto:Giles.333-6813.crystal.giles@hotmail.com)

**Professional Experience:**

Ramlagan’s General Hardware & Electrical Limited

28/03/2017-13/11/2017

**Accounts Clerk:**

Responsibility:

* Updating Peachtree with relevant customer/vendor information
* Entry of charge invoices and purchase invoices
* Application of payments to relevant accounts
* Clearing charge receipts and updating customer files
* Plug-in bill books on excel spreadsheet and print reports
* Prepare sand/gravel orders
* Enter manuals and apply price changes on Diamond system
* Create new charge accounts on system and preparation of contracts
* Cashing, cancel and reprint bills and preparation of customer statements

**Professional Experience:**

PriceSmart Clubs (TT) Limited

01/12/2016-31/12/2016

**Overnight Merchandising Stocker:**

Responsibility:

* Allocate shelf space and stock shelves
* Rotate stock regularly and position products to minimize expiration costs
* Monitor shelf stock levels and report stock outs to Supervisor or Stock Room
* Assist with the design and setup of signs and displays to attract customers
* Ensure correct retail pricing is on the shelves

**Crystal Giles.**333-6813.crystal.giles@hotmail.com

**Professional Experience:**

Mariad Shipping and Services Ltd/RRI-O-TEC Ltd

28/10/2013-13/01/2017

**Accountant Assistant:**

Responsibility: (under Mariad Shipping)

* Maintenance and updating of QuickBooks system with invoices etc
* Ensuring vendors, clients, and third party payments are processed according to their respective payments terms and conditions
* Reconciliation of vendors accounts
* Preparation of Projections report for outstanding vendor payments
* Preparation of final vendor payments report
* Preparation, scheduling and record keeping airway bills DHL, TTPOST, etc.

Responsibility: (under RRI-O-TEC Ltd)

* Computation and entry of employee hours for payroll processing
* Processing of payroll on Peachtree
* Preparation of payroll journal
* Preparation of backup sheets for invoice processing
* Preparation of invoices
* Preparation of credit card backup sheet
* Reconciliation of bank accounts
* Reconciliation of credit cards
* Preparation of customer balance report

**Professional Experience:**

Ministry of Food Production, Land and Marine Affairs, Caroni.

11/07/11-02/09/11

**Youth Apprentice:**

Responsibilities:

* Maintenance of Green house and Intercropping
* Ensuring the drip irrigation system is functioning properly
* Group work, mixing soil medium and writing reports

**Crystal Giles.**333-6813.crystal.giles@hotmail.com

**Professional Education:**

**St Mary’s Tuition Center**

* 2003

**Couva Government Secondary/Couva East Secondary**

* 2004-2009
* 2010-2011

**Institute of Law and Academic Studies**

* Obtained-Certificate of Higher Education in Laws
* Presently-Bachelor of Laws Degree

**Alliance Francaise of Trinidad and Tobago**

* Intermediare-French Language Diploma

**Crystal Giles.**333-6813.crystal.giles@hotmail.com

**Professional Qualifications:**

* Seven CXC O’ level passes (three distinctions included)
* Five CAPE A’ level passes

**Membership and Affiliation**

* An Active member of the Writers and Artists of Bloomsbury
* Certificate of merit from the Sixth Form Association Services
* An active member in the youth club at the Mission for Christ church
* Certificate of participation as a youth apprentice in the Ministry of Land and Marine Affairs.
* Certificate of accomplishment from the St Mary’s Tuition Center

**Other Interests and Activities:**

* Writing and proofreading
* Football, cricket, athletics
* Steel pan-tenor and double seconds
* Art/Drawing

**Crystal Giles.**333-6813.crystal.giles@hotmail.com

**References:**

Miss. Germaine Smith Mr. Sterling Lee

Accounts Clerk Police Officer

367-7156 686-6693

Recommendations, certificates and other documents will be provided for interviews.