|  |  |  |
| --- | --- | --- |
|  |  | Janika K. Hamilton  #14 Plantation Road Valencia  M: 1-868-356-9233 H: 1-868-667-8224  E: [hamiltonjanika1@gmail.com](mailto:hamiltonjanika1@gmail.com) |
| Career Objective |  | To use my skills, training and experience in Accounting/Audit to contribute to the holistic growth and development of the human capital engaged in the organization and consequently to the organization in general, while at the same time, enhancing my own development through shared and challenging work experiences. |
| Accounting Skills & Knowledge |  | Competent in verifying and posting Transaction to journals, ledgers and other accounting records Knowledge of balancing and reconciling general ledger accounts  Thorough understanding in preparing statements and invoice for processing and payable & receivable accounts |
|  |  |  |
| Experience |  | Ministry of Tertiary Education Funding and Grants DivisionAudit Assistance 02/11/2015 – 01/11/2107Scotia Bank- Internship 13/04/2015-29/05/2015 Fine Choice Meat Limited- Data Entry Clerk 04/09/2012- 30/08/2013 |
|  |  | Fine Choice Meat Limited 06/06/2008- 27/08/2010 |
| Education |  | ACCA Qualification 2017- currently pursuing BSC in Accounting 2010-2015  This degree in accounting helps prepare me to function as an Accountant professional within public and private sector organizations, locally and internationally. I gained insight into innovative practices in accounting for the 21st century organization and acquired a wide range of skills in core accounting competencies such as cost accounting, non- for – profit accounting, Auditing accounting, performance management, and Accounting information systems. |
|  |  | **Professional Development Courses / Certificates**  * Peach tree Accounting (Awaiting Certificate) * Certificate in Accounting, Payroll and Taxation * Recent Trends in Accounting, Finance & Economics and their Impact on the Economy in the post Globalization * Exploring Contemporary Issues for The Business Professional * The Strategic Intervention & the Significance of Domestic and Foreign Direct Investment for Growth & Development of the Economy * Changing Spaces: Critically Thinking Your Way to Success * The Role Of Entrepreneurship in Economic Development with Special Reference to T&T  **North Eastern College - CXC O’Levels**   * Physical Education I * English A II * Mathematics II * Principles of Business II * Integrated Science II * Clothing & Textile II * Social Studies III |
|  |  |  |
|  |  |  |
|  |  |  |
| Affiliations |  | Institute of Chartered Accountants of Trinidad and Tobago |
|  |  |  |
| References |  | Mr. Jerry Ramdass: Manager of the WGM groups of company.  Contact: (868) 689-0710  Ms Sharntelle Mc Lean Auditor Ministry of Education funding and grants Division  Contact: (868) 771-9971 |
|  |  | Mr Cyril Marshall Pastor and lecturer of University of the Southern Caribbean  Contact: (868)780-2167 |