Elena Douglas

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# Objective

Work in a learning organization where my capacity to grow is materialized, and I can achievement fullest potential

# Education

## youth training and employment partnership programme –

## *YTEPP limited CERTIFICATE COURSES*

* **Organizational Culture, Etiquette & Customer Service** - 20th May 2015

## SCHOOL OF BUSINESS & COMPUTER SCIENCE LIMITED

* **Effective Business Writing for Professionals -** 23rd September – 28th October 2010

## The Institute of internal auditors - CERTIFICATE COURSES

* **Auditing Records Management** - 23rd – 27th March 2009
* **Writing Effective Audit Reports**  - 25th -28th September 2007
* **Tools &Techniques for the Internal Auditor** - 7th – 16th April 2008

## youth training and employment partnership programme –

## *YTEPP limited CERTIFICATE COURSES*

* **Computer Literacy**  - 5th July – 25th August 2005

## the university of the west indies, school of continuing studies

* **Computer Repairs & Maintenance**  - 2005 /2006
* **WOODBROOK GOVERNMENT SECONDARY SCHOOL – SECONDARY EDUCATIONS - 2005**

**English A - General - Grade 3**

**Food and Nutrition - General - Grade 3**

**Mathematics - General - Grade 3**

**Principles of Accounts- General - Grade 2**

**Principles of Business - General - Grade 2**

* **THE ASSOCIATION OF BUSINESS EXECUTIVES –ABE- CERTIFICATE COURSES –**

**DECEMBER 2006**

* **Introduction to Business**
* **Introduction to World of Computers**
* **Introduction to Accounting**
* **IT Applications and Skills**

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# Skills & Abilities

## Organisational

* Ability to organize, plan and execute events and company based promotions.

## Communication

* Conceptual understanding of the importance to communicate well, has the capacity to express and gain respect from well thought out ideas.

## team player

* Had the opportunity to volunteer on many company events and also assisted with the Sports and Social Club. Worked with many staff members at different levels.

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# Experience

**YTEPP LIMITED - 2007 – Present**

* + - * **Internal Audit Clerk**

**Duties include :**

* + - * Initial preparation of information required from preliminary surveys of department/divisions
      * Investigate discrepancies as it relates to policies and guidelines as determined by the entity/organization
      * Assist in performing analyses of sample engagement data and audit evidence
      * Prepares working papers for readiness of audit
      * Assists in the preparation of preliminary drafts of audit reports
      * Consistent recommendation of improvements to internal controls

**MINISTRY OF LEGAL AFFAIRS –**

**Hall of Justice Republic of Trinidad and Tobago – 2005 - 2007**

* + - * **Records Management Division – OJT Status**
      * **Records Officer**

# References :

# Mr. Brian Alianandre

# Accounts Manager

# YTEPP Limited,

# Woodford Lodge,

# Chaguanas.

# Contact : 773 - 8746