**Cover Letter.**

Dear Sir/Madam,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had Extensive work experience in accounts environments. I worked in different companies, giving me varied skills and the ability to work with many different types of people. I believe I could fit in easily into your team.

I am a conscientious who works hard and pays attention in detail. I’m flexible,quick to pick up new skills and eager to learn from others, I can get the job done under any tight circumstances. I also have a lot of ideas and enthusiasm. I am keen to work for a company with great reputation, my aim is to work and grow in your firm.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Warmest Regards,

Vishalla Mohammed.

**RESUME**

**NAME:** Vishalla Chhaaya Mohammed.

**ADDRESS:** #49 Dookiesingh Street St Augustine .

**PHONE CONTACT:**  312-9730.

**EMAIL ADDRESS:** vishallamohammed@hotmail.com

**RELIGION:** Hindu.

**SEX:** Female.

**DATE OF BIRTH:** 11-02-1995.

**MARTIAL STATUS:** Single.

**Career Objective:**  To work and grow in a professional environment, where my knowledge,experience and creativity can be put to the best use.

**ACADEMIC HISTORY:**

**SCHOOL HISTORY**

Tunapuna Hindu School 2001-2007

ASJA Girls’ College Tunapuna 2007-2012

School Of Business and Computer Science 2013-2018

**SUBJECTS STUDIED (O levels):**

English A Grade 2

Principles of Business Grade2

Social –Studies Grade 2

Mathematics Grade 3

Human and Social Biology Grade3

**Level 4 ABE Business Management Diploma**

Introduction to Business Grade C

Introduction to Business Communication Grade B

Quantitative Methods Grade C

**ACCA FIA:**

**INTERMEDIATE LEVELS:**

MA1 Passed

FA1 Passed

MA2 Pursuing Part Time

FA2 Pursuing Part Time

**Other Achievements:**

Certificate in Microsoft Office (Word,Powerpoint,Spreadsheet,Access and Excel).

**Certificate:**

* Combating Money Laundering and Terrorist Financing.2016 and 2017 (At RBC).
* Introduction to Risk Management.
* Fundamentals of Privacy and Security Training Program.
* Code Of Conduct.

Life skills courses: Time Management, Stress Management. Study Skills in English.

Experience in Peachtree and Microsoft GP Dynamic and most Banking software (T24,Ts2).

**ACTIVITES AND INTERESTS:**

* Reading.
* Travelling.
* Cooking.
* Sports.

**WORK EXPERIENCE:**

***Adams’s Project Management:***

July 2012-February July 2013

**(Admin Assistant/Payroll Clerk)**

* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Act as the point of contact for internal and external clients
* Liaise with executive and senior administrative assistants to handle requests and queries from senior manager
* Also used Micro Pay.
* Payroll was done for staff on site.

***Food Basket:***

August 2013 - September 2014.

**(Accounts Clerk / Receivable and Payable)**

* Processing accounting receivables and incoming payments in compliance with financial policies and procedures
* Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables’ data
* Verify discrepancies by and resolve clients’ billing issues
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Helps customers by answering questions; responding to requests.
* Ensure that payments are duly authorized before issuing cheques.
* Submit cheques for signature to authorised bank signatories and ensure that when you receive the signed cheques there are 2 signatures on it.
* Knowledge of Peachtree and Microsoft Dynamics GP.
* Call all suppliers to advise them when cheques are ready for collection.
* Assist in other areas when the need arises.

***Modern Electrical Supplies Ltd***

October 2014 –March 2016.

**(Accounts Receivable Officer)**

* Address customer queries concerning invoices, statements, credit notes and conduct follow up on all short payments.
* Print & distribute customers’ statements on a monthly basis.
* Communicate with all customers to follow up on payments of overdue balances on a weekly basis.
* Co-ordinate with internal resources to arrange for the collection of cheques.
* Post and apply all credit notes immediately against the relevant invoices to ensure that the AR balances are accurate and complete at all times.
* Prepare monthly and quarterly reports for AR balances.
* Review monthly credit note reports to identify any issues, which should be reported to the CFO.
* Monitor credit limits to ensure compliance to AR policies and procedures, and flag any deviances to these policies.
* Post all customer invoices on a daily basis.
* Maintaining accurate filing of documents.
* Use of Micro Dynamics GP.

***RBC ROYAL BANK***

*March 2016 – September 2017.*

**Reconciliation Officer.**

* Perform verification and reconciliation of accounts for various jurisdictions.
* Reconcile transactions of complex nature.
* Process, verify and reconcile input documentation.
* Maintain appropriate files, reports, documentation and data.
* Reconcile and rectify customer ledger accounts.
* Reconcile accounts receivable records with sales invoices.
* Maintain regular contacts with internal and external customers.
* Reconcile and verify bank deposits and payments.
* Ensure follow-up action as and when necessary.
* Investigate customer queries.
* Dealt with Point of sale accounts for different countries both POSH 3 and 5
* All Accounts were reconciled on a day to day basis.
* Exposed to a heavy work load.
* Dealt with cardholder, Visa and Mastercard Interchange Suspense.
* Used T24, TLM,On Demand, Ts2 and many other software.

**REFERENCES:**

Narrisa Papan. Supervisior at Presedential Co Ltd. 718-8897.

Deryck Kalliecharan Public Health Inspecter. (MOH) 373-6760.

Roxanne Bourne Senior Teamlead. (RBC) 354-7400.