**Name:** Janelle Lewis

**Address:** #25A Cypress Ridge, Cypress Hills, Union Hall, San Fernando

**Date of Birth:** 10th November, 1983

**Gender:** Female

**Children:** None

**Phone:** 471-2658/353-4487

**Email:** janellehlewis@gmail.com

**Education**

**May 2007 Successfully completed the Junior Accounting Program** **with the**

**School of Practical Accounting and Secretarial Skills**

* Practical Accounting
* Creation of Accounting System- Book-keeping, finalization of Accounts
* Computerized Accounting- Introduction to computers, Microsoft Excel
* Peachtree Accounting
* Office Skills

**August 2007 National Energy Skills Centre and Ministry of Education**

* Computer Literacy

**June 2006 Siparia Senior Comprehensive School**

**CXC Subjects Obtained**

* English
* Principles of Business
* Principles of Accounts

|  |  |
| --- | --- |
| **Work Experience**  **October 2017-**  **January 2018**  **September 2016-**  **February 2017**    **June 2014-**  **Feb. 2015**                          **Mar 2008 – May 2014**                                    **June 2007–**  **Jan 2008**  **Sept 2006–**  **Jun 2007**  **Jan 2002 –**  **July 2006** | **Ramco Industries Ltd.**  **Accounting Assistant (Contract)**  **Duties include but not limited to:**   * Assist with the processing of accounts and incoming payments in compliance with financial policies and procedures * Work with collections personnel to verify status of delinquent accounts and solicit payments on overdue accounts * Generate financial statements and reports detailing accounts receivable status * Assist in performing day to day financial transactions, including verifying, classifying, computing and recording accounts receivables’ data * Provide backup support to other groups in the accounting department, source invoices and perform other general administrative duties   **Southern Warriors of Mixed Martial Arts Ltd**  **Assistant Manager**  **Duties include but not limited to:**   * Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner * Greet, assist and respond to visitor’s inquiries * Primary phone coverage * Bookkeeping/accounting functions * Type correspondence, reports and other documents * Maintain office files * Open and distribute the mail * Take minutes at meetings * Distribute minutes * Coordinate repairs to office equipment * Maintain confidential records and files * Maintain records of decisions * Arrange for payment of honorariums   **Pharmaco Industries Ltd**  **Accounts Payable Clerk**  **Duties include but not limited to:**   * Data entry and filing of documents. Preparation of cheque payment vouchers, cheques and other payable documents * Monitoring and control of Local and Foreign Accounts Payable Sub Ledger * Preparation of Vat documents, internal reports. * Assist in Annual Audit * Assist Chief Accountant with tender process, assist customers and resolve complaints     **JDR Construction Ltd, Civil Works & Transport Equipment Rental**  **Administrative/ Accounting Assistant**  **Duties included but were not limited to:**   * Dealing with customers via telephone, email and walk-in * Receiving and Processing of Invoices * Customer Reconciliation * Weekly Reconciliation of Petty Cash * Preparation and issuing of cheques * Preparation of Accounting Statements * Organize and Maintain Paper and Electronic Files * Processing incoming and outgoing mail. * Plan and schedule meetings and appointments. * Processing of timesheets for salaries.     **San Fernando Magistrate Court (OJT)**  **Clerk**    **Duties included but were not limited to:**   * Receive, Log and File complaints, petitions and cases. * Records and maintains accurate minutes of all orders, judgments or directions of the court. * Maintains and Distributes new rules of court and any changes. * Examination of all papers and transcripts from court related matters. * Organize and Maintain Paper and Electronic Files * Liaise with JP’s, Police Officers and Public as it relates to Criminal Offenses.   **Real Friends Pharmacy**  **Assistant Pharmacist / Cashier**    **Duties included but were not limited to:**   * Interpreting & Filling out of various prescribed medications. * Coordinate Daily Sales and Stock Inventory * Maintains records of prescriptions, laboratory and x-ray charges. * Cashing of various items.   **Ministry of Local Government**  **Constituency / URP Office**  **Office Clerk**    **Duties included but were not limited to:**   * Processing incoming and outgoing mail. * Ensure accuracy of data   Clerical duties – typing, answering of phones etc. |

|  |  |
| --- | --- |
| **References** | **Mrs. Diane Persad**  **General Manager**  **JDR Construction Ltd, Civil Works & Transport Equipment Rental**  **(868) 469-1442**      **Mr. Roger Dickie**  **HSE Coordinator**  **E.A.R.T.H Company Ltd.**  **(868) 704-5700**  **Mr. Winston Samad**  **Justice of the Peace**  **Point Fortin Magistrate Court**  **(868) 313-5927**        *Additional references available upon request* |