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| Marisa Fournillier | 21 Phillip Trace  Upper Morne Coco Road  Maraval  **(868) 272-5335**  **marisa.fournillier@gmail.com** |
| EXPERIENCEModern Electrical Supplies — *Accounts Clerk/Cashier*Dec 2016 - May 2017  * Cashier duties * Preparing of all document transmittals and reconciliations daily * Writing of all receipts and preparing of daily deposits * Preparing and maintaining petty cash * Inventory stock keep on ordering stock check and distributing of stationary * Maintaining and updating of all receivable account transactions done at the branch  The Book Specialist — *Customer Service Rep.*June 2013 - June 2015  * Greeting Customers while providing quality customer service * Filing and distribution of all incoming and outgoing mail * Answering incoming calls in a professional and timely manner * Balancing of daily sales deposits * Cashier  Ansa Automotives Limited— *Accounts Clerk/Relief Cashier*April 2011 - Jan 2012  * Responsible for settling, totalling and bagging of all monies received * Bank Reconciliation on a monthly basis completing in a timely manner * Relief cashier duties when necessary * Listing and emailing of outstanding cash invoices to manager’s * Knowledge and use of GDMS system * General Ledger on a monthly basis * Auditing of cashier’s work from previous day for deposit  EDUCATIONSchool Of Practical Accounting — *Certificate*2015-2016  * Practical Accounting * Human Resource Management  Woodbrook Government Secondary — *Certificate*2001-2006 C.X.C O’Level REFERENCES Kathryn Salandy  The Book Specialist  Phone: 783-8008  Nekeisha Charles  Business Owner  Phone: 348-7045  Beverly Daniels  Human Resource Manager  Phone: 645-4022 Ext 2221 | SKILLS  * Typing   Clerical  Accounting  Cashing AWARDS **Junior Achievers**  **Member of the Trinidad and Tobago Cadet Force** |