**NARISSA SABEERA MOHAMMED**

**#2 ALI DRIVE, RAGOONANAN ROAD, LONGDENVILLE CHAGUANAS**

**Home contact 1(868) 671-5851; Mobile 1(868) 386-0440,**

[**narissamohammed1@gmail.com**](mailto:narissamohammed1@gmail.com)

**D.O.B: 13/06/1994**

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CAREER OBJECTIVE

As a reliable and self-motivated individual, I would like to attain an accounting position that will empower me to exploit my educational background and experience for the benefit of your organization and my career path.

## *EDUCATIONAL BACKGROUND*

* ***TERTIARYLEVEL EDUCATION - 2015-PRESENT***

Students Accountancy Centre (S.A.C)**-** MontroseMain Road, Chaguanas

**ASSOCIATION OFCERTIFIED CHARTEREDACCOUNTANT (ACCA)**

**LEVELS/PAPERS EXAM STATUS**

**LEVEL 1**

ACCA F1 Accountant in Business Pass

ACCA F2 Management Accounting Pass

ACCA F3 Financial Accounting Pass

**LEVEL 2**

ACCA F4 Corporate and Business Law Pass

ACCA F5 Performance Management Pass

ACCA F6 Taxation Pass

ACCA F7 Financial Reporting Pass

ACCA F8 Audit & Assurance Pass

ACCA F9 Financial Management Pass

**LEVEL 3**

ACCA P1 Governance, Risk & Ethics Pass

ACCA P3 Business Analysis Currently Pursing

* ***SHORT TERM COURSES***

**Administrative Career Training Institute And Recruitment Agency- Market Street, Chaguanas.**

1. Accounting, Payroll and Taxation Certificate
2. Peachtree Accounting-SAGE

* ***SECONDARY LEVEL EDUCATION –2012-2013***

**A.S.J.A Girls’ College-**John Peter Ext., Caroni Savannah Road, Charlieville, Chaguanas

**CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS (C.A.P.E)**

**CAPE CERTIFICATE 2013**

Accounting –Unit 1 One (1)(dist.)

Caribbean Studies Two (2)

Management of Business – Unit 2 One (1)

**CAPE CERTIFICATE 2012**

Accounting –Unit 2 One (1)

Communication Studies Two (2)

Management of Business-Unit 1 Two (2)

**2006-2011**

***CSEC - CARIBBEAN SECONDARY EXAMINATION CERIFICATE***

**EIGHT (8) ORDINARY LEVEL PASSES**

English A Two (2)

Integrated Science One (1)

Mathematics One(1)(dist.)

Office Administration One(1)(dist.)

Principles of Accounts One(1)(dist.)

Principles of Business Two(2)

Social Studies Three(3)

Spanish Three(3)

## *WORK EXPERIENCE*

* **TAXATION ACCOUNTING COMPUTER SERVICES LTD (T.A.C.S )**

(**ACCOUNTING & AUDITING FIRM)**

**#4 Gaston Street, Chaguanas**

**Feburay 2017- Present**

**[Accounting and Auditing Clerk]**

**Duties and Responsibilities**

1. Coding accounting transactions to relevant GL accounts accordance to the company’s’ chart of accounts.
2. Data processing accounting transactions using Peachtree Sage program
3. Performing monthly TTD &USD bank reconciliations
4. Clearing any unpresented cheques and lodgments by performing the necessary subsequent work
5. Preparing bank deposits, journal entries postings and financial statements
6. Assembling working paper file for the client
7. Vouching opening trial balance with prior year financial statements
8. Preparing Wear& Tear Schedule showing the depreciation charge as for the accounting period and the written down valuation of the assets as at year end.
9. Vouching and additions to property, plant & equipment ensuring that these assets met the capitalization criterion.
10. Valuing year end inventories using the weighted average method and first in first out accordance to IAS 2
11. Preparing aged receivables and payables listing reconciling the report balance with the respective GL account.
12. Preparing Vat Returns , Vat reconciliation and analysis
13. Accounting for prepaid and accruals transactions relating to insurances or any down payments made on acquisitions of assets.
14. Reconciling wages deductions with wages summary accounting – Accounting for any accruals due to BIR and NIB as at year-end
15. Vouching expenditures ensuring that expenditure has been properly classified and accurately entered vat exclusively
16. Provide accounting and clerical support to the accounting department
17. Research, track and restore accounting or documentation problems and discrepancies
18. Inform management and compile reports/summaries on activity areas
19. Function in accordance with established standards, procedures and applicable laws
20. Constantly update job knowledge

* **SUGARCANE FEEDS CENTRE**

**(GOVERNMENT FUNDED PROJECT UNDER THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES)**

**Pokhor Road, Longdenville**

**May 2015 – February 2017**

**[Office/Accounting Assistant-Accounts Payable]**

Duties and Responsibilities

1. Providing exceptional clerical support to strategic and operational management with the ability to spot trends and any discrepancies in financial data.
2. Preparing source documents such as deposits, cheque/petty cash vouchers, purchase orders, invoices, and quotations as it relates to the operations of the center.
3. Preparing weekly, forth-nightly and monthly payroll for various types of employees.
4. Calculating of Sales Tax (V.A.T) and NIS payable to the relevant offices upon due dates.
5. Paying suppliers’ invoices on a timely interval.
6. Classifying accounts in accordance to the business Chart of Accounts to be posted in the general ledger account- reconciling accounts payables accounts.
7. Assisting in general receptionist duties such as answering telephone and taking messages, recording correspondences, photocopying, typewriting and updating files

* **2001 CARPET HOUSE LTD**

**(A RETAILING PRIVATE SECTOR ORGANISATION)**

**50 Ramsaran Street, Chaguanas**

**September 2014 –May 2015**

**[Office/ Accounting Assistant; Sales Representative ; Part-Time Cashier]**

1. Preparing source documents such as deposits, cheque/petty cash vouchers, purchase orders, invoices, and quotations of the operations of the retail/wholesale company.
2. Assisting in general receptionist duties such as answering telephone and taking messages, recording correspondences, photocopying, typewriting and updating files
3. Tracking all monies received and monitoring all credit facilities offered to customers ensuring that the business received timely payments –lowering irrecoverable debts of the company.
4. Issuing and writing cheques payable to relevant suppliers ensuring that their invoices are paid on a timely basis - maintaining suppliers relationships.
5. Dealing with customers in a day to day basis, assisting in building customer satisfaction and loyalty.
6. Assisting in cashing on an interval basis.

* **SHAHEDA’S SUPER QUALITY HABERDASHERY STORE**

**(A SMALL FAMILY OWNED RETAILING STORE)**

**Main Road Longdenville**

**July 2011 – May 2015**

**[Sales Representative And Office Assistant]**

1. Microsoft Processing i.e. Microsoft Word, Excel and Power Point
2. Preparing source documents such as deposits, cheque payments/petty cash vouchers, purchase orders, invoices and quotations
3. Assisting in general receptionist duties such as answering telephone and taking messages, recording correspondences, photocopying, typewriting and updating files
4. Dealing with customers in a day to day basis, assisting in building customer satisfaction and customer loyalty.

# *ATTRIBUTES/SKILLS*

1. Loyalty towards work and duties
2. Integrity and accountability
3. Organizational planning skills
4. Adaptability and risk-taking
5. Quick Learner

* **REFERENCES**

**MrVictor Munga1 Mrs. NaseemHosein**

#287 Mayo Road, #57 Nelson Road

Mayo Village Longdenville,

Mayo. Chaguanas

Proprietor Liner Clerk

1(868) 374-5510 1(868) 309-6603