#98 Lothians Road

Princes Town

352-2447

[alanaallahar@hotmail.com](mailto:alanaallahar@hotmail.com)

**ALANA BUTLER-RAGOOBAR**

**OBJECTIVE:**

My goal is to further my professional career in Accounting while utilizing my skills, education and experience along the way. To work in an environment that challenges

me, at the same time allowing me to contribute to its growth and success.

**EXPERIENCE**

**PAYLESS SHOESOURCE**

Junior Accountant

2016 – 2017

Which my duties were but not limited to:

1. Bank Reconciliation for all stores in Trinidad, Barbados and Eastern Caribbean

2. Cash and Card Audit for all stores in Trinidad, Barbados and Eastern Caribbean

3. Reconciliations of GL Accounts

**EDUCATIONAL FACILITIES COMPANY LIMITED**

Junior Accounting Assistant

2015 - 2016

Which my duties were but not limited to:

1. Preparation of Contractor cheques electronically and manually.

2. Billing of receivables.

3. Updating master files with cheques payments.

4. Reconciliations of Receipts, Prepayments, Bond Interest Account, Insurance, Loan to Revenue Account

5. Updating of the Aged Payables Report (Operational)

**COURTS TRINIDAD LIMITED**

Customer Sales Representative

2014

Duties were:

1. Entering transaction orders and monitoring orders thru process.

2.  Ensure excellent customer service by responding to customer needs consistent with company standards, culture and business practices.

**H & A HARDWARE CO. LTD. AND H & A SERVICE STATION**

Secretary /Accounts Clerk /Manager

2002 - 2012

My duties at the Hardware and Gas Station were:   
1. Receiving invoices and other payment supports, updating the Vendor and General Ledger and preparation of manual cheques.  
  
2. Reconciliations of Cashiers till, Vendor and Bank.  
  
3. Manual preparation of operational cheques.  
  
4. Monitoring, updating and processing all receivables (this was small due to the nature of the business).

5. Handling of cash and making deposits.

6. Any other duties to aid with the running of the businesses.

**EDUCATION**

**SCHOOL OF BUSINESS AND COMPUTER SCIENCE LTD.**

Champs Fleurs

2011 – 2015

**SCHOOL OF PRACTICAL ACCOUNTING**

San Fernando

2009

**NATIONAL ENERGY SKILLS CENTER**

Point Fortin

2000

**ST JAMES GOVERNMENT SECONDARY SCHOOL**

St. James

1994 – 1996

**QUALIFICATIONS**

**SUBJECTS GRADES**

English A Two (2)

Mathematics Three (3)

Spanish Four (4)

Geography Two (2)

Principles of Business One (1)

Principles of Accounts One (1)

Computer Literacy A

Introduction to Peachtree A

**CERTIFIED ACCOUNTING TECHNICIAN QUALIFICATION**

**Course Outline**

* Introductory Certificate in financial and Management Accounting
* Intermediate Certificate in Financial and Management Accounting
* Diploma in Accounting and Business

**THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)**

**Courses**

* F1 – Accountant in Business Pass
* F2 – Management Accounting Pass
* F3 – Financial Accounting Pass
* F4 – Corporate and Business Law Pass
* F5 – Performance Management Pass
* F6 – Taxation Pass
* F7 – Financial Reporting Currently Pursuing
* F8 – Audit and Assurance Currently Pursuing

**REFERENCES**

**BEVERLY SIMEONS**

OWNER – Shake it Off Weight Loss Club

341-9059

**Devon Thomas**

Project Manager – Education Facilities Company Limited

721-8429