**Karesha Latchman**

#2 La Baja Road

Maracas, St. Joseph

Email: k[aresha1@live.com](mailto:Karesha1@live.com)

Telephone #: 490-6113

**Objective**

To secure a position with a develop organization that will lead to a long term career relationship.

# **Education**

# School of Practical Accounting (March 2016- May 2016)

* Practical Auditing
* Workshop in Advanced Taxation

School of Business and Computer Sciences( September 2014-December 2014)

ACCA

FIA Programme:

* MA2

St. Augustine Secondary School (2009-2014)

CXC Ordinary Level General Proficiency

* Principles of Business 1
* Principles of Accounts 1
* Electronic Document Preparation of Management 1
* Mathematics 2
* English B 2
* English A 3
* Spanish 3
* Social Studies 3

Certificate in Business Studies (August 2014)

St. Joseph Girl's R.C Primary School (2002-2009)

**Experience**

Xtra Foods Grand Bazaar ( June 2014-February 2015) (September 2016- January 2017)

Cashier

Moosai's Hardware Limited ( April 2015-March 2016)

Office Assistant

**Duties**

Cashier:

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering the business
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Packing the purchased grocery of a customer into bag.
* Being courteous and friendly at all times.

Office Assistant

* Peachtree accounting
* Entering and paying off bills in peachtree
* Writing cheques
* Doing up wages, nis and paye
* Recording sales and vat working papers
* Fax, scan and copy documents
* Answer phones and transfer to the appropriate staff member
* Take and distribute accurate messages
* Maintain office filing and storage systems
* Keep office area clean and tidy
* Type documents, reports and correspondence
* Accounts receivable
* Accounts payable

**Hobbies**

Cricket, Combing Hair, Doing nails

**References**

Shivanna Mohan

[shivannamohan@hotmail.com](mailto:shiv_hc@hotmail.com)

737-3344

Princess Robertson

Teacher

[carnbeep@yahoo.com](mailto:carnbeep@yahoo.com)

681-0923

Natasha Reyes-Graham

Production Managers Assistant

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

474-0465