Resume

**Profile**

I am an honest, hardworking and very dedicated individual; I am a current pursuing a BSC in Management in studies with a Major in Finance.

**Name: Samantha Samaroo**

**Address: LP# 54 Esmeralda Road Cunupia**

**Date of Birth: 24/10/1990**

**Contact: 672-3246/372-3012**

**School Attended: Cunupia High School, Sital College of Tertiary Education, and University of the West Indies Open Campus& CTS College of Business & Computer Science**

**Email: Samaroo.samantha@yahoo.com**

Professional Experience:

2014 To Current (Back up Cashier & daily close off of cashier)

**Furness Trinidad Group of Ltd-Cashier/Accounts Receivables & Payables Clerk**

.Receipting of all monies received for the company 5 subsidiaries

.Writing up of all deposit slips

.Entering invoices for suppliers

.Making of Cheque payment for all suppliers

.Filing

.Preparation of petty cash vouchers

.Reimbursement for directors and managers credit cards

.Maintain/ preparing cash flow system on a daily basis

.Querying of invoices

.Entering of all Debit advices and Credit advices

Professional Experience:

2016 To Current

Accounts clerk for Furness Chemicals Ltd a subsidiary of Furness Trinidad group of Companies ltd.

Inventory- Entry of purchase for local and foreign suppliers, stock adjustments &repackaged items.

Preparing of reports and valuation reports for plant manager.

Preparation of production survey reports for Central Bank

Opening and closing of batch tickets for production.

Applying receipts & credit notes to invoices on AR & verify with bank deposits

Monthly close off of AR & GL.

Preparation of costing on imports (foreign supplies)

Coding, batching & processing of: Cheque payment vouchers, cash receipts, debit notes,debit advice, credit advice, credit notes standard journal & local purchases

Preparation of exports sales report for management board meeting

Reconciliation of cash Accounts , AR accounts ,Foreign and Local Creditors

**Professional Experience:**

**2013-2016 (Full & Part time)**

Central Athletic Club (Fitness club)–Head Receptionist and Customer Service Representative

Some of my every day duties entail:

Data Entry of packages and customer information

Typing of documents

Following up with potential customers

Cashier duties

Give tours of our facilities to customers and potential customers

Provided professional but friendly and creative customer service

Signing up of membership to new clients

Provide human resource training and on the job training to new employees in the Receptionist and Customer Service field.

Manage the reception staff.

Assistant Accountant duties

Professional Experience:

**Professional Experience:**

**Year:2012-2013**

Employer: Laughlin and De Gannes

Position: Accounts Payable Clerk.

Some of my every day duties entail:

Data Entry

Overseeing Supplier Accounts

Following up with Suppliers queries on a daily basis

Reconciling of Bank Statement

Reconciling Supplier Accounts using Microsoft Excel

Reconciling of statutory payments

Filing of invoices

Typing of Documents

Entering of Weekly, Fortnightly, Contractual and monthly payroll

Assures Accounts Payable is adequately recorded

Making cheque payments to suppliers

Assist Inventory department in creating purchase orders and receiving of invoices.

**Professional Experience:**

**2009-2010**

I worked at the Chaguanas North Secondary School as a Library Assistant

Some of my every day duties entail:

Entering of data

Reshelving of books

General Up keeping of library

Creating of Displays

Assist students and teachers in researching of information

Teach students computer literacy

Perform any other given task

**Educational back ground:**

Level 5 Diploma in Business Management

**ABE**

**Year: 2010-2016**

**Educational back ground:**

**ABE**

**Certificate in Business Management**

**Year: 2009**

**YTEPP CERTIFICATE**

**Computer Literacy**

* Introduction to Microsoft word
* Introduction to Excel
* Introduction to Power Point

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**Educational back ground:**

**CXC-Holder of 5 CXC Passes**

**Year: 2007**

**Reference: Copies of references are available upon request**

Devon Pierre-Senior Underwriter

Dr. Ronnie Roodal