

CURRICULUM VITAE

Mrs. Michelle Marie Rampersad

No. 60C Derrick Road, Esperance Village, San Fernando, Trinidad W.I.

Mobile: 764-7045 or 232-5862

Date of Birth: 14th February 1985

Email: michellerampersad@hotmail.com

Personal Profile:

Exceptionally skilled and meticulous in Accounts with an excellent record of strong accuracy and customer service. Adept at handling multiple projects well and completely under high-pressure deadlines. Exceptional proficiency with all corporate accounting systems and current related computer software programs.

Skills:

- Superior proficiency with MS Office including PowerPoint, Excel, Word and Accounting software
- High level of communication, Knowledge of Treasury
- Attention to details/ Strong problem-solving and analytical abilities
- High ability to work independently or as part of a team
- Knowledge of banking procedures, Inventory control
- Internal auditing/ISO Auditor, Health & Safety knowledge

Work Experience:

July to Present: US Accountant, Valenta BPO (USA) - Part-time work from home position

- Bank reconciliations
- Review and reconciliation of GL
- Accounts Receivables
- Accounts Payables

Aug 2020 to May 2021: Bookkeeper, Noontide Service Corporation (Canada & USA) - Work from home position

- Processing invoices
- Processing incoming wire transfers, cheque payments and all receivables
- Bi-weekly wire transfers and cheque payments
- Bi-weekly payroll for Canada, USA, Bahamas and Trinidad and Tobago employees
- Bank reconciliations
- Review and reconciliation of GL
- Credit card reconciliation
- Processing and payment of Canada sales taxes
- Assisting with financial statements for Canada and USA
- Worked with QuickBooks accounting software

April 2018 to August 2020: Accounts Payables Analyst, NiQuan Energy Trinidad Limited

- Processing of all local and foreign invoices
- Local and foreign payment via online banking (ACH), cheque payments and bank wire transfer letters
- Petty Cash custodian for TTD and USD
- Bank reconciliations, weekly aged payables reporting, vendor AP statement reconciliations, Escrow reconciliation
- Monthly reviewing of GL, working experience with Auditors (EY & GT),
- Working knowledge on QuickBooks 2017 online, NetSuite and basic knowledge with Maximo
- Working experience with VP Finance on construction financing, lenders reporting and project reporting
- Banking transactions such as deposits, withdrawals and credit card payments
- Worked with QuickBooks accounting software

Aug 2017 to Jan 2018: Accounts Receivables/Collections & Accounts Payables, IAL Engineering (Contract)

- Revenue, collections, receivables reporting
- Vendor receivables reconciliation
- Delivery of invoices/Collection of cheques
- Processing payment for cheque run
- Petty Cash custodian and Brokerage Costing
- Worked with Microsoft Dynamics Software

Feb 2017 to Aug 2017: Account Representative, Team Industrial Services Limited (Contract)

- Preparing sales costing, VOWD and managing offshore jobs
- Preparations of Tenders and Bids
- Weekly running projections, forecasting, receivables reporting

Jun 2016 to Feb 2017: Administrative Manager, Yes Careers Limited (Contract)

- Accounts Receivables, Payroll for approximately 150 contracted staff, Wire Transfers, Online Bill payments
- Drafting job letters, contracts and daily office duties
- Supervising Administrative/ Accounting Assistant staff member
- Experience with Xero Accounting Software

Aug 2011 - Jun 2016: Treasury Analyst, Shell Trinidad Limited (Retrenched)

- Accounts Payables - Processing/payment of invoices totaling approximately one million dollars weekly
- Custodian of Petty Cash approximately seventy-five thousand dollars/Credit cards processing/Bank Reconciliations for payables
- ISO Auditor/Fire Warden/First Aider/Emergency Responder for Shell International
- Experience with JD Edwards System

Apr 2010 - Aug 2011: Accounting/Administrative Assistant, Cite Up Limited

- Accounts Payables and Receivables/Conducting bank errands (deposits/payments)
- Office Administration/Telephone Operator/Purchasing of office supplies
- Custodian of petty cash
- Experience with MYOB accounting software

Jan 2009 - Apr 2010: Accounting/Administrative Assistant, The Hummingbird Group of Companies

- Accounts Payables/Receivables
- Office Administration/Receptionist/Training co-ordination
- Custodian of petty cash
- Experience with QuickBooks Software

May 2006 - Dec 2009: Administrative Assistant, Petrofac Training (Trinidad) Limited

- Office Administration/Receptionist
- Invoicing/Banking deposits/Petty Cash
- Training co-ordination of safety courses
- Experience with Great Plains software

Apr 2005 - Apr 2006: Law Clerk/Attorney Secretary, Alvin D. Ramroop Attorney-at-law

- Office Administration/Receptionist
- Drafting & typing legal contracts/documents
- Filing court documents in both High Court and Magistrate Court

Apr 2004 - Apr 2005: Law Clerk/Clerk Typist, Harrikission and Company Attorney-at-law

- Drafting & Typing legal contracts/documents
- Filing court documents in both High Court and Magistrate Court

Education:

2021, School of Higher Education
- Currently pursuing MBA in Finance (University of Bedfordshire)

2021, School of Higher Education
- Completed Business Management (ABE) Diploma Level 6 (Bachelor's degree)

2016, School of Higher Education
- Completed Business Management (ABE) Diploma Level 5 (Associate Degree)

2010, Omardeen School of Accountancy
- Completed ACCA Level 1

2006, School of Higher Education
- Completed Business Management (ABE) Diploma Level 1

2004, Modern Business School
- Completed Business Management (ABE) Certificate Level

2003, Modern Business School
- (CXC) Office Procedures & (Pitman) Typing

2002, Union Claxton Bay Senior Comprehensive
- (CXC) Mathematics, English, Principles of Business, Principles of Accounts, Social Studies, (GCE) Human & Social Biology

Additional Training:

- Computer Literacy Course - National Energy Skills Center N.E.S.C
- Advance Computer Literacy Course - Couva District Learning Center
- Microsoft Excel - Smag's IT Solution Centre
- Building Electrical Assistant - Y.T.E.P.P
- Human Resource Management - NEDCO
- OSHA Marine Industry Standards (30hrs) - RGIT Montrose (Trinidad) Limited
- Basic Fire Fighting, First Aid/CPR
- Intermediate Incident Command System (ICS-300) Houston, TX
- ISO Standards and Internal Auditor Training (Shell Trinidad Ltd.)
- Peachtree Accounting
- Advanced Taxation
- Advanced Practical Accounting
- Know Your Taxes - NEDCO
- Tips & Techniques for Financial Professionals - ICATT
- Tax Presentation (VAT) - KPMG
- QuickBooks Desktop Pro 2018 (CTSC)
- 101 Entrepreneurship Workshop - UWI
- Payroll & Budgeting (Synergy Training Institute)

Professional Membership: Association of Business Executives (United Kingdom)

References: **Nigel Martin**, Finance Manager, Shell Trinidad Limited - 683-7523

Sabita Naipaul Ahamad, Human Resource Manager, Gulf View Medical - 352-0459