**Khema Luchmun**

Montreal, QC, H4L 0A6

Tel: (514) 649-3428

E-mail: khema.luchmun@gmail.com

**Profile:**

I am looking for an **unpaid internship** position as an **accounting clerk** or **bookkeeper** with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for **4 weeks** starting from May 7th.

**Skills :**

* Spoken languages : English, French, Creole, Hindi & Spanish
* Dynamic, take initiative and positive person with good interpersonal skills
* Ability to work independently or as well as a team player
* Strong leadership skills and always willing to learn
* Ability in working in a fast paced environment while maintaining high standard of excellence.
* Expertise in MS Excel, MS Word, MS Access, MS Project, Outlook, and sage
* Expertise in accounting software such as **Sage 50**
* 7 years customer service experience and 3 months of office assistant experience

**Education:**

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| Diploma - Collegial Studies (DEC) – Accounting and Management TechnologyLaSalle College, Montréal, QC | 2015-2018 |
| Diploma in Management Harward International College, Melbourne, Australia | 2014-2015 |
| Certificate 4 in Business Harward International College , Melbourne, Australia | 2014 |
| Cambridge School CertificateMauritius | 2000-2005 |

**Work experiences:**

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| **Mailroom Clerk**TELUS Communications / Novitex, Montreal* Receive and sort mail
* Distribute mail to appropriate recipients or departments
* Maintain record of incoming mail
* Ensure delivery of outgoing mails to courier or post office
* Provide support in picking and packing material
* Count and record inventory items
* Assist in filing and archiving documents
* Perform data entry activities
* Maintain adequate mailroom supplies
* Check postal rates and weigh outgoing mail
* Post shipping labels on packages
* Complete shipping forms
* Arrange for courier services to deliver packages
* Dealing with emails
 | 2017 |
| **Office Clerk**Reliance Construction Group, Montreal* Answer telephone and relay messages to appropriate recipients
* Manage files/folders and compile records
* Greet customers and visitors and perform first contact services
* Manage inventory of office supplies and assist in organizing office activities
* Handle outgoing mails by sealing envelopes and placing stamps
* Retrieve files on demand
* Proofread records and reports for accuracy
* Prepare carrier packages for UPS and Federal Express
* Perform document photocopying and paperwork distribution tasks
* Act as a receptionist or front desk officer when required
* Transport materials and supplies between departments
* Maintain office equipment such as copiers and printers
 | 2017 |
| **Cashier**Walkers Doughnuts , Melbourne, Australia* Operate cash registers
* Greet customers
* Take food and drink orders
* Complete transactions
* Clean work stations
* Brew and grind coffee
* Restock cups and food items
* Assist bakers
 | 2014-2015 |
| **Customer Service Representative**Appletree Co LTD, Vacoas, Mauritius * Provide technical support to British & Irish customers over the phone
* Answer inbound calls as well assist customers who have specific inquiries
* Build customers’ interest in the services and products offered by the company
* Provide personalized customer service of the highest level
* Update the existing database with changes and the status of each customer
* Update the customer profile on CRM
 | 2011-2013 |
| **Cashier & Supervisor**Eurospar, Dublin, Ireland * Serving customers
* Taking orders
* Stock Take Inventory
* Making invoices
* Place orders
 | 2006-2011 |

[References from work and schooling are available upon request]