**Khema Luchmun**

Montreal, QC, H4L 0A6

Tel: (514) 649-3428

E-mail: [khema.luchmun@gmail.com](mailto: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:**

|  |  |
| --- | --- |
| Diploma - Collegial Studies (DEC) – Accounting and Management Technology  LaSalle 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 Certificate  Mauritius | 2000-2005 |

**Work experiences:**

|  |  |
| --- | --- |
| **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]