

Zeporah Reid

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PROFILE

I am an efficient, dedicated, happy, and hardworking person. I aim to secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

Administrative Assistant, FTI Consulting (Cayman) Limited Jan 2022 – present

- Managing the administration of account payables and processing of invoices through Chrome River
- Preparation and submission of office invoices and expenses
- Arranging courier services
- Assisting team with filing/storage items
- Printing/scanning requests
- Reporting weekly utilization to the management team
- Arranging cheques for approved payments and liaising with the team where payments are related to case matters
- Processing expense claims and monthly credit card reconciliation for SMDs and MDs
- Communicating admin/housekeeping matters to the team
- Data entry (maintaining various internal logs)
- Catering for client/staff meetings
- Liaise with other offices concerning IT and finance (AP/AR) queries
- Identifying invoice discrepancies and rectifying them with vendors when necessary
- Providing support for marketing/events
- Scheduling meetings/calls
- General/ad hoc admin support to the team where required

Loans Assistant - Disbursement, Fidelity Bank (Cayman) Limited Jan 2020 – Jan 2022

- Reviewed and prepared documents for clients promptly
- Provided support to the Credit Administrative, Manager, Senior Loans Administration Officers, and Loan Officers with all loan applications, documents, and administration of loans
- Reviewed and prepared documents for clients promptly
- Checked that applicants have correctly completed their paperwork and obtained missing information from applicants if necessary
- Ensured all loan data entered in Phoenix is accurate
- Communicated with new applicants and existing clients regarding approved loan applications
- Transaction processing
- Performed data entry and other office duties as needed
- Booked and disbursed Mortgage, Personal, and Commercial Land Loans
- Processed loan payments, extensions, and escrow withdrawals
- Scanned collateral security and other documents for loans
- Daily completion of credit checks
- Assisted with follow-up on outstanding documentation and loan approval conditions
- Assisted with filing and maintenance of archives
- Replied to emails and messages within 24 hours

General Insurance Administrator, Fidelity (Cayman) Limited Nov 2019 – Jan 2020

- Insurance payment process of debit cards, credit cards, and direct deposits
- Completed Point of Sales posting for debit cards, credit cards, cheques, wire transfers, and direct deposits
- Scanning, filing, email attachments, and copying
- Prepared letters for the daily mail
- Ran Anti-Money Laundering (AML) Risk Assessments
- Ran daily production reports
- Updated client's detail screen
- Processed renewal notices

Receptionist, Fidelity Bank (Cayman) Limited

Aug 2019 – Feb 2020

- Greeted and welcomed guests as soon as they arrived
- Directed visitors to the appropriate person and office
- Answered, screened, and forwarded incoming phone calls
- Ensured the reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures)
- Provided basic and accurate information in person and via phone
- Received, sorted, and distributed daily mail/deliveries
- Maintained office security by following safety procedures and controlling access via the reception desk (monitoring logbook, issuing visitor badges)
- Performed other clerical receptionist duties such as filing, scanning, and photocopying

Office Administrative Assistant, Office of the Prime Minister

Aug 2015 – Sep 2015 | Kingston, Jamaica

- Maintained a clean and neat reception area to provide visitors with a positive impression of the company
- Scanning, filing, copying, faxing, and handling incoming and outgoing correspondence
- Responded to telephone inquiries from clients, vendors, and the public
- Met incoming customers with a professional approach and provided friendly, knowledgeable assistance
- Oversaw office inventory by restocking supplies and making purchase orders
- Reviewed incoming correspondence and determined the action required and its priority
- Document Management Control

 **EDUCATION**

Bachelor of Science: Accounting & Finance (Pursing),

Jan 2022 – present

*University College of the Cayman Islands***Associate of Science: Business Administration (Credit) - Major in Accounting,** *University College of the Caribbean*

Sep 2011 – Dec 2016 | Kingston, Jamaica

High School Diploma,, Vere Technical High School

Sep 2006 – Jun 2011 | Clarendon, Jamaica

- English A
- Spanish
- College Mathematics
- Principles of Accounting
- Principles of Business
- Electronics Document Preparation Management
- Information Technology
- Social Studies
- Accounting Units 1 & 2
- Information Technology Units 1 & 2
- Management of Business Units 1 & 2
- Caribbean Studies
- Communication Studies
- NCTVET Data Operation Unit 1

 **SKILLS**

Proficient in Microsoft Outlook, Word, Excel, and PowerPoint | Excellent written and verbal communication skills

Typing Speed; 38 WPM | Strong time management skills | Ability to multi-task and prioritizes

An efficient/quick learner and a team player | Dependable and reliable, with a strong work ethic and professional attitude

Highly motivated with a "can do" attitude and a willingness to take on new challenges

Detail-oriented with keen attention to detail

Self-directed, able to work without supervision, and energetic and eager to tackle new projects and ideas

Courteous, with good interpersonal skills