

GEORGIA LEWIS

Lot 217 Alamanda Close, Braeton Phase 4, Portmore, St. Catherine, Jamaica W.I.

Email: georgialewis02@gmail.com

Telephone: 876-587-0749 (Mobile) 876-949-4349 (Home)

University graduate with nine years' experience working as an Accounting Associate. It is also my intention to study towards a Certified Public Accountant (CPA) designation.

BUSINESS SKILLS

- Effective communication skills.
- Good knowledge base of accounting processes, procedures and standards.
- Ability to effectively prioritize and manage multiple projects.
- Proficient in database management and spreadsheet applications.
- Excellent planning and organizational skills, along with a high degree of detail orientation.
- Effective team work skills.
- Proficient in Quickbooks software application.
- Good Interpersonal Skills

PROFESSIONAL EXPERIENCE

Phoenix Restructuring Advisory Insolvency Services Enterprise

Accountant/Associate – (2019 to Present)

- Liaise with offices - companies, supervisor of insolvency, dept. of transfer tax and stamp duty, Tax administration Jamaica, Dept. of Cooperative and Friendly Societies.
- Engagements - members voluntary liquidation -- companies act
- Insolvency – proposals, assignments, receiving order and receivership
- Provide support with business valuation, business plan due diligence, forensic and litigation
- Maintaining receipts and payments for executive appointments.

Mr. Internet Systems Inc.

Accountant/Accounting Clerk – (2012 to 2019)

- Payroll preparation
- Preparation and filing of monthly Sales Tax reports
- Maintenance of accounts and reconciliation of bank accounts
- Assistance in the preparation of financial statements

OTHER EXPERIENCE

Nazarene Youth International (NYI) – Jamaica

District NYI Treasurer 2018 to Present – Jamaica East District

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Member of the Jamaica NYI Camp Board 2016-2021

Member of NYI Administration Committee with responsibility for the financial planning and management of the camp.

EDUCATION

University of the West Indies, Mona, Jamaica (2009 – 2012)

Bachelor's Degree in Management Studies –Accounting

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EDUCATION

Wolmer's Trust High School for Girls (2003-2009)

Cape Unit 1

- Communication Studies
- Sociology
- Economics
- Financial Accounting

Cape Unit 2

- Caribbean Studies
- Sociology
- Economics
- Cost Accounting

Caribbean Secondary Examinations Council

- Accounting
- Information Technology (General)
- English Language
- English Literature
- Biology
- Mathematics
- Chemistry
- Clothing and Textiles
- Spanish

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ADDITIONAL SKILLS

- Graphic Design
- Event Planning and Management