Shamirah Brittney Langford

General Delivery, GreenLand, East End

Tortola, British Virgin Islands, VG1120

Email: shamirah95@yahoo.com

**Personal Statement**

My goal is to become a successful Insolvency Practitioner.

**Employment History**

**Kalo (BVI) Limited**

**Case Administrator**

British Virgin Islands

September 4th 2017 – present

**Manchester Metropolitan University**

**IT Services Helpline**

All Saint Building, All Saint

Manchester, M15 6BH

United Kingdom

October 5th 2016 – March 29th 2017

* Working with MMU IT helpline services part time, in between classes in assisting students with problems through emails and telephone services.
* Problems faced were regarding IT, such as with computers, password resets, software issues and printers.

**Manchester Metropolitan University**

**AFE Peer Mentor**

All Saints Campus, Oxford Road

Manchester, M15 6BH

United Kingdom

September 19th 2016 – July 26th 2017

* Leading campus tours for new students
* Assisting new students with questions and queries
* Assist personal tutors and unit leaders for welcome sessions and induction

**Financial Services Commission**

**Compliance Inspection Unit**

Pasea Estate, Road Town, Tortola

British Virgin Islands, VG1110

July 18th 2016 – September 15th 2016

* Assistant to the Compliance Unit Acting Manager
* The task was given to complete back logged compliance inspections from previous years.

**Government of the Virgin Islands**

**Treasury Department**

Administration Complex

Wickhams Cay 1, Road Town

Tortola, British Virgin Islands, VG1110

June 1st 2015 – September 15th 2015

* Assistant to Financial Accountant
* Receptionist duties
* Assistant to Operational Manager

**Harrigans’ Music Studios**

Road Town, Tortola,

British Virgin Islands, VG1110

September 2011 – June 2014, June 2016

* Music Teacher

**Government of the Virgin Islands**

**Premiers Office**

Administration Building

Wickhams Cay 1, Road Town

Tortola, British Virgin Islands, VG1110

July 5th 2011- July 29th 2011

* Receptionist Duties
* Clerical Officer
* Messenger

**Education and Achievements**

2018 – 2020 **BPP University**

ACCA Qualification

2014 – 2017 **Manchester Metropolitan University**

* BA(HONS) Accounting and Finance –
	+ Modules studied and completed included, Corporate Reporting, Business Law, Corporate Finance and Tax 1 along with a basic knowledge of SAGE.
	+ Currently, modules that are being taken include Assurance and Corporate Governance and Tax 2.

2012 – 2014 **H Lavity Stout Community College**

* Associate in Science – Business Administration
	+ Modules studied included Marketing, Accounting 1 & 2, Business Law, Statistics along with English and Algebra.

2007 – 2012 **Elmore Stout High School**

* High School Diploma
* High Honours
* 8 Caribbean Examination Council exams, grades 1 and 2 including Mathematics & English B

**Skills**

* Computer skills
* Speaking and language skills both written and oral.
* Very knowledgeable in Microsoft Word, Microsoft Excel & Microsoft PowerPoint
* Great telephone etiquette both internally and externally
* Multitasking
* Excellent communication and interpersonal skills.
* Great personality skills
* Friendly and helpful
* Drivers License

**Voluntary Activities**

* Student mentor

H Lavity Stout Community College, 2013-2014

**Additional Information**

* Phi Theta Kappa Member
	+ Distinguished chapter member, Florida Region 2014
* Online Course
	+ The importance of money in business, University of Leeds

**References**

*References are available upon request by the employer.*