

Merlyne Hérastène

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Accountant with more than five years of experience, enthusiastic, honest, dynamic and serious, I am looking for new opportunities that can allow me to grow in my fields of expertise and broaden my horizons.

Work Experience

Public Financial Technician

MINISTRY OF ECONOMY AND FINANCE - Port-au-Prince

October 2017 to March 2023

- Check the regularity of the title of expenses with regard to the regulations
- Establishment of expenses reports for the accounting item
- Archiving of accounting documents
- Assistance in accounting for operations (at the request of the public accountant)
- Participation in inventory operations
- Participation in the establishment of the management account of the public accountant

Cashier

Handal & Fils - Pétion-Ville

October 2012 to December 2012

- Check the cash register to make sure that cash has been collected and that money is available.
- Enter item amounts using a cash register or scanner.
- Collects and save the amounts collected in cash, check or credit card.
- Issues receipts and gives change to customers.
- Totalizes cash payments and reconciles them with invoiced amounts, and keeps track of the various transactions carried out.

Education

Postgraduate Diploma (DESS) in Public Financial

Ecole Nationale d'Administration Financière - Port-au-Prince

November 2015 to September 2017

Bachelor's degree in Accounting

Univerté Polyvalente d'Haiti(UPH) - Port-au-Prince

October 2011 to July 2015

Skills

- General Ledger Accounting (3 years)

- Journal Entries (6 years)
- Accounting (7 years)
- Microsoft Office (10+ years)
- Bank Reconciliation (5 years)
- Financial Statement Preparation (7 years)
- QuickBooks
- Cake decorating (3 years)
- Payroll (6 years)
- Data Entry (6 years)
- Balance Sheet Reconciliation

Languages

- English - Intermediate
- Haitian Creole - Fluent
- French - Fluent

Certifications and Licenses

Haiti permit

November 2022 to 2027

Mooc (Massive open online Courses) Responsible Management Laval university

September 2021 to November 2021