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Profile

A Social Entrepreneur for change to bring improvement for community and society at large; I will gain the necessary expertise that will enhance my knowledge in the fields of both Business Administration, Project Management and Information Technology



Work Experience

Accounts/Computer Operator – Sugar Industry Welfare Labour Committee (Oct 2018 – Present)

- ❖ Data Entry/Edit Payments on Land Grants RE: Couva and San Fernando cash receipts
- ❖ Data Entry on Disbursements/Refunds, Life and House Insurance
- ❖ Maintenance of accurate loan information on I-series System (Electronic Data Processing)
- ❖ Analysis of client information, update and adjust mortgage accounts to treat queries
- ❖ Preparation/Checking of Balances on I-series Loan Summary and Adjustment sheet
- ❖ Preparation of Loan Balances and Arrears on Spreadsheet by Division
- ❖ Detection and closing off client loan accounts
- ❖ Immediate closure of loans on request from the Computer Operator II
- ❖ Liaise with Computer Operator II and other sections for client information verification
- ❖ Other related duties required for updating client accounts

Defence Section/Business Operations – Ministry of National Security (Jan 2018 – Sept 2018)

- ❖ Process Over-flight and Landing Clearances for Military Aircrafts
- ❖ Process Boat Clearance for Military Boats docking in Trinidad and Tobago waters/shores
- ❖ Process applications for Boat License to import Boat Vessels for company/personal use
- ❖ Process applications for Dental Panel in favor of Trinidad & Tobago Defence Force
- ❖ Handle Medical Expenditure to be incurred for Trinidad & Tobago Defence Force Officers
- ❖ Process Medical Boarding of Trinidad & Tobago Defence Force Officers injured or sick
- ❖ Ensure approval for Trinidad & Tobago Defence Force Officer leave taken/to be taken
- ❖ Preparation of Permanent Secretary Note for the Permanent Secretary
- ❖ Preparation of Cabinet and Ministerial Notes for the Honorable Minister

Defence Section/Admin Assistant – Ministry of National Security (Sept 2017 – Dec 2017)

- ❖ Supervision of Clerical Staff
- ❖ Promotion of Trinidad & Tobago Defence Force officers
- ❖ Process and handle appointment to commission in the Trinidad & Tobago Defence Force
- ❖ Processes acting, resignation and leave of officers from the Trinidad & Tobago Defence Force
- ❖ Recission of appointment to the Trinidad and Tobago Defence Force
- ❖ Adjustments to the Establishment of the Trinidad & Tobago Defence Force
- ❖ Secondment of members of the Trinidad & Tobago Defence Force
- ❖ Process and handle recruitment of applicants to the Trinidad & Tobago Defence Force
- ❖ Responds to queries from both internal and external stakeholders
- ❖ Preparation of Cabinet and Ministerial Notes for the Honorable Minister

Protective Unit/Admin Assistant – Ministry of National Security (Aug 2017 – Sept 2017)

- ❖ Supervision of Clerical Staff
- ❖ Process and handle request for Police Protection
- ❖ Process and submit complaints against Police by members of the general public
- ❖ Process requests from the Commissioner of Police
- ❖ Process applications for Import, Export and Storage of Explosives
- ❖ Preparation of Cabinet and Ministerial Notes for the Honorable Minister

Finance & Accounts/Accounting Assistant – Ministry of National Security (Jul 2017 – Aug 2017)

- ❖ Check for funds available for payment under Ministry of National Security
- ❖ Checks various pay-sheets for Fire, Prisons and Defence Force personnel
- ❖ Maintenance of Control Sheet for each Item of Expenditure and other transactions
- ❖ Authorizes payment on Schedule of Accounts by initialing and dating

Finance & Accounts/Accountant Clerk – Ministry of National Security (Nov 2013 – Jul 2017)

- ❖ Prepares payment of Contracted Employees
- ❖ Facilities payment of Suppliers and other private contracted entities/businesses
- ❖ Ensure monies are evenly distributed to various departments under National Security
- ❖ Preparation of Monthly Statement of Expenditure

Part-time Website/Database Developer – Electro Sounds Digital Publishers (May 2014 – Oct 2015)

- ❖ Development of Online Store using Content Management System framework Zencart
- ❖ MYSQL Database setup for Online Store
- ❖ Maintenance of both MYSQL Database and Website background online

Police Administration/Clerical Officer – Ministry of National Security (Mar 2008 - Oct 2013)

- ❖ Enter and update records of Police officer leave
- ❖ Record and transmit telephone messages to various Police Stations
- ❖ Enter Records of Road Blocks and Traffic offenses
- ❖ Update Police Officer overtime hours worked

New Business Department/New Business Assistant – Guardian Group (Jul 2006 – Oct 2007)

- ❖ Working closely with Insurance Agents on client medical records
- ❖ Entering clientele information into company database including medical history
- ❖ Provide Insurance Agent support service to retrieve clientele information
- ❖ Liaising with other departments such as Claims and Sales support

Human Resources/Leave Records Officer – Caura Chest Hospital (May 2005 – Jun 2006)

- ❖ Maintain human resources of hospital staff mainly Hospital attendants, Cooks & Motor Vehicle Drivers
- ❖ Provide additional staff for the above mentioned sections that are short-staffed
- ❖ Maintaining Leave Records of hospital staff (Hospital attendants, Cooks & Motor Vehicle Drivers)
- ❖ Ensuring relief officer assume duties for officer on vacation leave



Technical Skills

Programming Languages:

- ❖ Proficient in: PHP, C++, C and Visual Basic
- ❖ Familiar with: Java, ASP.NET and C#

Software Systems:

- ❖ Databases: PHPMysqlAdmin, Microsoft SQL Server 2008/2014 and Microsoft Access
- ❖ Platforms: Microsoft Windows XP, 7, 8 and Ubuntu



Additional Skills

Administration:

- ❖ Proficient in Microsoft Office and Adobe Illustrator
- ❖ Completed Spanish Level 1A at UWI Centre for Language Learning



Education

University of the West Indies – St. Augustine Campus (Sept 2013 – Mar 2017)

MSc. Strategic Leadership & Management

University of the Southern Caribbean – Andrews University affiliate (Jan 2007 – May 2011)

BSc Computing (Software Systems Emphasis) and ASc General Business



Accomplishments

Microsoft Imagine Cup Tournament

- ❖ Placed 4th in being selected to represent Trinidad & Tobago in Microsoft Tournament
- ❖ Developed Med-U (Medical Software Application) to be used by Medical Practitioners & Midwives
- ❖ Focused primarily on Women Health care placing special emphasis on Pregnant Women

Start-up Software & Website Applications freelance company

- ❖ Formation of Software Applications & Web Development company titled K.E. Press Club
- ❖ Development of website and other software applications for reputable companies
- ❖ Website link: www.kepressclub.com for information on recent projects done

Vice President of NGO – International Movement for Change

- ❖ Ensure that executive meetings are held and formulate strategic plans for organization growth
- ❖ Representation of organization in events/functions to gain sponsorship from both public and private institutions as well as forging relationship with potential investors
- ❖ Ensure business plans and proposals are efficiently carried out by delegated members and assist in development and implementation of these plans
- ❖ Create charitable projects and aid other members in implementation of ideas for charitable ventures
- ❖ Manage events/charity ventures held by the organization
- ❖ Ensure that the NGO bylaws and constitution is being carried out to maintain integrity
- ❖ Website link: www.imforchange.org for information on future projects and charitable ventures



References

References are submitted upon request:

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