

Cynthia C Henry, CB

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SUMMARY

A keen eye for detail and a strong command of accounting software like Sage (Peachtree), Excel and QuickBooks Online. Manage deadlines with ease, strong analytical skills, highly reliable, trustworthy with confidential information, excellent communication skills and organized. A Certified Bookkeeper and a member of the American Institute of Public Bookkeeping.

EXPERIENCE

PEG Staffing & Recruiting, Office Assistant-Assigned Company – Enterprise Fleet

Aug 2025 - Jan 2026

Assisting Claims Coordinators with setting up insurance claims.

Self-Employed, Bookkeeper

Oct 2023 - Jul 2024

Providing professional assistance with administrative, accounting, bookkeeping and technical tasks while working remotely.

UNIPET, Procurement and Contracts Team Leader

May 2016 - Jun 2022

Assisted in the development and execution of procurement strategies, plans and programs. Supervised the procurement of goods and services for parent company and its subsidiaries. Established procurement management control procedures to ensure that goods and services are procured in a timely manner. Managed and directed contractual dealings with suppliers – contract creation, negotiation, and execution. Prepared and evaluated scope of works (SOW), request for proposals (RFP), and bids in the selection of suitable vendors for projects. Assessed, managed and mitigated risks in procurement process. Managed relationships with key suppliers to maintain quality of goods, timely delivery, and compliance to terms of contracts. Collaborated with team members and stakeholders to ensure clarity of specifications and the company's expectations.

UNIPET, Accountant/Company Secretary/Human Resource Coordinator

May 2001 - Jun 2016

Supervised accounting staff to enhance team efficiency and ensure timely financial reporting. Prepared financial reports (balance sheet, income statement, statement of cash flow and equity). Prepared budgets and forecasts. Reconciled accounts payable and receivable. Reconciled bank accounts and managed all accounting transactions. Reinforced financial data confidentiality and database backups for the company.

Export Centres Limited, Accountant/Company Secretary

Jun 1997 - Apr 2001

Supervised accounting staff to enhance team efficiency and ensure timely financial reporting. Prepared financial reports (balance sheet, income statement, statement of cash flow and equity). Prepared budgets and forecasts. Reconciled accounts payable and receivable, bank accounts and managed all accounting transactions. Reinforced financial data confidentiality and database backups for the company.

Pannell Kerr Forster (formerly Mark, Castillo & Toney), Accountant II

Aug 1988 - Apr 1995

Supervised the job-training and reviewed audit work. Planned, supervised, and executed audits in manual and computerized environments with reporting to local and foreign countries. Evaluated client's accounting systems and appraised internal controls. Prepared corporation, individual tax returns, Value Added Tax (VAT). Prepared financial reports, (balance sheet, income statement, statement of cash flow and equity). Reconciled bank accounts, collected, reviewed, posted transactions and prepared journal entries.

EDUCATION

UWI Global Campus

Certificate of Achievement • Taxation and Bookkeeping

ALJ Graduate School of Business

International Diploma • Supply Chain Management

Alliance Manchester Business School

Business Administration General

UWI School of Business and Applied Studies Limited
Diploma • Human Resource Management

University of the Virgin Islands
BA-Accounting & AA-Business Management • 1982 - 1987

LICENSES & CERTIFICATIONS

Certified Bookkeeper

AIPB • Issued 2026

Certification in Governmental and Reporting I

Issued 2025

Intuit Bookkeeping Certification

Issued 2024

Intuit QuickBooks Online Certification

Issued 2024

Certificate of Achievement - Taxation and Bookkeeping

UWI Global Campus • Issued 2023

International Diploma in Supply Chain Management

ALJ Graduate School of Business • Issued 2018

MBA-Business Administration General

Alliance Manchester Business School • Issued 2014

Diploma in Human Resource Management

UWI School of Business and Applied Studies Limited • Issued 2019

BA-Accounting/AA-Business Management

University of the Virgin Islands • Issued 1987

SKILLS

Financial Reporting • Maintaining Financial Records • Reconciling Accounts • Budgeting • General Ledger • Accounts Receivable • Accounts Payable • Sage • Excel • QuickBooks Online