

REPUBLIC OF TRINIDAD AND TOBAGO

THE CONSTITUTION OF THE REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION

IT IS HEREBY NOTIFIED that I, **PAULA-MAE WEEKES**, President, after consultation with the Prime Minister and the Leader of the Opposition, in accordance with section 122(3) of the Constitution of the Republic of Trinidad and Tobago, do hereby nominate **MS BLISS SEEPERSAD**, a person who is qualified and experienced in the discipline of finance, to be appointed as a member of the Police Service Commission, with immediate effect.

Dated this 26th day of March, 2021.



Paula-Mae Weekes O.R.T.T.

President

Bliss Seepersad

36 Crossbay Drive East, Schooner Court, Westmoorings, Trinidad, W.I.
Telephone: 868-632-4525, 868-678-6886 Email: bliss.seepersad@gmail.com

SUMMARY OF EXPERTISE

Experienced financial services and administration professional who brings thirty years of banking and financial planning knowledge, having worked with large reputable organizations and individuals.

AREAS OF EXERTISE

Financial and Investment Management
Loan Negotiations and Debt Restructuring
Strategic Planning and Development
Compliance Management
Facilitator and Trainer – Compliance, Financial and Risk Assessment, Lending
Preparation of Business Continuity Plan and Disaster Preparedness Plans
Tax services for individuals, partnerships and small businesses
Preparation of feasibility studies for new business ventures
Conference Planning and Management
Process Re-engineering
Client Development and Networking

KEY ACCOMPLISHMENTS

- 1st woman elected to the Management Committee of Queen's Park Cricket Club (established 1891)
- 1st woman elected as President of Trinidad Building and Loan Association (established 1891)
- Reduced the delinquency in the mortgage portfolio from 95%-20% to ensure viability of Workers Bank (1989) Ltd.
- Successfully increased market share of the mortgage market at Scotiabank between 1995 and 1998.
- Mobilized financial resources to allow 500 of the 2,400 Caribbean participants to attend the 2011 Caribbean HIV Conference.

PROFESSIONAL TRAINING

Long Term Insurance
Time Management (Covey Leadership Center)
Developing Performance Standards
Export Marketing Techniques (EDC)
Business Communication
Security and Safety (Central Bank of Trinidad and Tobago)
Managing in a Changing Environment (WB (1989) Limited)

Financial Management -

- Anti-Money Laundering Training
- Global Trends in International Finance (IOB)
- Credit Workshop (ScotiaBank)
- Commercial Credit 1 and 11 (ScotiaBank)
- Risk Assessment (ScotiaBank)
- Bank security Documents (Workers Bank (1989) Limited)
- Taxation in Trinidad and Tobago (ICATT)

EDUCATION

1997	Global Trends in Financial Markets – IBOTT Post Graduate Certificate Course.
1992 –1994	Post Graduate Diploma in Business Administration – Henley the Management College/Brunel University
1984 –1987	Completed eight Level II papers – Chartered Association of Certified Accountants.
1981 –1982	Master of Arts – Urban Geography and Planning – Michigan State University.
1977- 1980	Bachelor of Arts (Hons)– Geography and History

PROFESSIONAL EXPERIENCE

1998 - Present	Financial Management and Organizational Consultant – Corporate and Individual Clients
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Practicing management and financial consultant for the past 23 years working locally and regionally. My projects have included:

- **The Home Mortgage Bank** – Development of their Information Technology Policies and Procedures to assist in the strengthening of their internal controls and security of information
- **Seecharan Scott Chambers** – Development of their AML/CFT Manual, conducting the subsequent Internal Audit and handling the Audit by the Financial Intelligence Unit
- **101 Art Gallery** – Developing of their AML/CFT Manual
- **Neville Pouchet Limited** – Reviewed Policies and Procedures and recommended changes to ensure the accuracy of the Company’s Financial Records which assisted the company’s strategic decision making process for future growth and development.
- **Guardian Life of the Caribbean Limited Guardian Asset Management Limited** – selling of investment products and services to assist individual clients with their investment goals.

- **Intercommercial Bank Limited/JMMB** – Assisted in the Prepared Service Level Agreements, the Compliance Programme and developed Human Resources Policies and Procedures to assist with the merger of the two organizations.
- **The Central Bank of Trinidad and Tobago** Consultant on The National Financial Literacy Programme (NFLP) with particular emphasis on Residential Mortgages
- **Trinidad Building and Loan Association** - Development of training sessions for the Organisation
- **Task Force to Establish the Caribbean Foundation for AIDS and Sustainable Health** – Identify and implement the appropriate strategy to carry on the work begun through the 2011 Caribbean HIV Conference.
- **National Institute of Health** – Member of the Steering Committee and Sponsorship Committee for the 2011 Caribbean HIV Conference held in Nassau Bahamas - November 2011 –successful arranging and hosting of a regional conference attended by 2400 participants from the English, Spanish, French and Dutch Caribbean.

Individual Consultancies

- Negotiated with Banks on behalf of companies and individuals
- Assisted Boards of Directors to develop Strategic Plans
- Prepared Tax Returns and resolved queries and objections on behalf of clients
- Prepared of Feasibility studies for a number of new projects both locally and regionally to mobilize financial resources – e.g. Hotels and Spas, Family Entertainment Center, Physiotherapy Rehabilitation Center, Manufacture of windows using new technological process
- Handling of loan negotiations of behalf of private clients facing foreclosure and/or bankruptcy.

WORK EXPERIENCE

**August 2015 – February 2021 Guardian Asset Management and Investment Services Limited
Wealth Manager**

Key Responsibilities:

- Generate business through acquisition of high net worth clients
- Increase assets under management
- Selection of appropriate investment and portfolio strategies

**1995-1998 Manager Mortgages and Trust Services
Scotiabank and Merchant Bank**

Key Responsibilities

- Assistant Corporate Secretary of Scotiabank and to client companies
- Co-ordinated Board Meetings and General Meetings of members of the company.

- Member of Investment Committee for Pension Plans under administration.
- Member of Insurance Committee.
- Marketed Company's services to obtain a greater market share.
- Protected the value of the Company's' loan portfolio by effective risk management of existing accounts and close adjudication of new business.
- Managed Agency Agreements.
- Managed Pension Funds in excess of \$350 million in value.
- Advised the Company's' clients with respect to estate planning and establishing of Trusts.

1991-1995

Manager Mortgages

First Citizens Bank Limited, Workers Bank (1989) Limited

Key Responsibilities

- Developed and implemented Long Term Policy Lending Policies of the Bank's Trust Company.
- Protected the value of the loan portfolio by effective risk management of existing accounts and close evaluation of new business.
- Managed Agency Agreements with external bodies:- The Home Mortgage Bank, National Insurance Board and National Housing Authority.
- Prepared managerial reports and long term budgets for the Board of Directors.
- Managed the overall operations of the Department.
- Prepared standards and operational objectives for junior managers.
- Appraised managers' performance and reviewed managers' appraisal of subordinates.
- Developed and documented policy and procedures for allocating resources and streamlining operations.
- Project Manager for Information Technology Conversion of the Trust Company.
- Member of Workers Bank (1989) Credit Committee.
- Assisted with the development of a strategy for growth and stability by developing a Marketing Plan for Workers' Bank (1989) Limited.
- Designed the Job Descriptions for the Mortgages Department.

1990 –1991

Export Manager

National Canners Limited

Key Responsibilities

- Developed strategy for growth and stability through the servicing of existing markets and the identification and entry into new foreign markets.
- Assisted in product development and overall quality control
- Establishing a foreign subsidiary in Jamaica and a presence in the Local Free Trade Zone.

1986 –1990

General Manager

Battoo Travel Service Limited

Key Responsibilities

- Planned and implemented Strategic Plans.
- Managed financial, human, and other resources cost effectively.
- Provided a distinctively competitive service.
- Made travel arrangements for Senior Corporate Executives.
- Ensured that accurate, complete and timely records were maintained for management decision making, corporate and statutory accounting.

1982 – 1986 Planning Officer
Ministry of Public Utilities and National Transportation

Key Responsibilities

- Assessed Annual Budgets and Plans for the Port Authority and Airport Authority.
- Prepared Cabinet Notes
- Member of Negotiation Team for the acquisition of a Ferry.
- Member of the Land Committee – Advisory to the Cabinet.

DIRECTORSHIPS/KEY APPOINTMENTS

Current

Chairman of Police Service Commission
 Trinidad Building and Loan Association – President
 ComCap Investments Limited
 Family Planning Association of Trinidad and Tobago
 Caribbean Foundation AIDS and Sustainable Health (Adviser)
 Queens Park Cricket Club (Member of the Management Committee)

Past

Chaguaramas Development Authority
 Trinidad and Tobago Transparency Institute
 Battoo Travel Service Limited
 Perseverance Maraval Limited
 Schooner Court Limited
 Asa Wright Nature Center

COMPANY SECRETARY

Past

Battoo Travel Service Limited
 Southern Sales Group of Companies
 Caribbean Finance Company Limited
 Schooner Court Limited
 ComCap Investments Limited

MEMBERSHIPS

Trinidad and Tobago Chamber of Industry and Commerce
 Art Society of Trinidad and Tobago

Queen's Park Cricket Club
Trinidad and Tobago Transparency Institute

References

Available on request