**Curriculum Vitae**

 Geraldine Tamathui

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**Personal Statement**

Currently studying and undertaking one last 300 level courses at USP with supportive experience in taking part of volunteer work. Experience in collaborating with schoolmates to complete school project and able to overcome challenges.

**Key Skills**

* Customer service
* Team work
* Communication

**Educational Qualification At USP Level**

USP Course to be completed:

* 2021 2nd Semester: AF301- Accounting Theory and Applications

USP Courses completed and Passed:

* 2021 1ST Semester: AF307- Public Sector Accounting
* 2021 1st Semester: MG309- Strategic Management

Course Completed and Passed:

 2015-2020

* AF101- Intro.to Accounting and Financial Management
* AF102- Intro.to Accounting and Financial Management
* AF121- Accounting Information System (MYOB)
* AF201- Managerial Accounting
* AF208- Financial management
* AF210- Financial Accounting
* AF302- Information System
* AF304- Auditing
* FM101- Financial Mathematics
* MG101- Intro.to Management
* MG106- Management Human Resource
* MG201- Organizational Behaviour
* MG206- Marketing Principles & Strategies
* MG214- Principles of Public Sector Management
* MG303- International Marketing
* MG305- New Venture Creation
* MG311-Total Quality Management
* UU100-Communication & Information Literacy
* UU114-English for Academic Purposes
* UU200-Ethics and Governance
* UU204-Pacific Worlds

**USP Courses from year 2014**

Foundation Level – Year 13 via Tebakor College, Port Vila

**Qualification acquired**

Year 13 Foundation leaving Certificate

**USP Courses from year 2013**

Preliminary Level- Year 12 via Tebakor College, Port Vila

**Qualification acquired**

Year 12 Preliminary Leaving Certificate

**Education At Secondary Level**

**School attended from year 2012**

Sorovanga Secondary School, Port Vila

**Qualification acquired**

Year 11 Leaving Certificate

**School attended from year 2009 to 2011**

Tebakor College, Port Vila

**Qualification acquired**

Year Eight and Ten Leaving Certificate

**School attended from year 2008**

Teruja Junior High school - Anelcauhat, Aneityum

**Qualification acquired**

Year 7 Leaving Certificate

**Extra – Curricular Activities**

* Helped organized a school event
* Do volunteer work (USP)

**Work Experience** ( Part Time Employment)

Reserve Bank of Vanuatu Vanuatu National Provident Fund

12/03/2018- 12/14/2018 11/18/20219- 22/01/2020

**Key Responsibilities**  Key Responsibilities

* Filling - Filling of Journals
* Data entry - Filling of cheques
* Doing errands - Filling of Bank statements
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 - Filling of Monthly Accounts file

 - Updating surcharge file listing

 - Photocopying cheques

 - Creating spread sheets