



# EVELYNE BANI



## CONTACT

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Beverly Hills Port Vila VANUATU



## OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as an employment in your high department.



## EXPERIENCE

### Vanuatu National Statistic Office(VNSO)

02 November 2020 - 22 December 2020

Enumerator for National Population and Housing Census(NPHC)

- I have been shortlisted to attend the training of Enumerator in the Shefa Province.
- In the fieldwork,my performance outstanding and does extremely well.
- I am well organized ,reliable and hardworking when i was interviewed .
- I collected the quality data for the government.

### Vanuatu National Statistic Office (VNSO)

29 June 2020 - 07 August 2020

Internship Program(Work attachment)

- Assisting the Economic team in updating Enhanced General Data Dissemination System for the IMF.
- Helping for the CPI Data collection and Market survey.
- Making Data Entry.
- Assisting the Logistic team.
- Assisting in the Administration Area such as receptionist printing, scanning , photocopie and help customer service by phone call also.
- Assisting to the translation in English to French.
- Assisting for the publication in SLC section.

### Vipam

04 - 27 January 2019

Cadetship program

- Section of CSU make filing and scanning
- Receptionist at Public Service Commission(PSC)



## SKILLS

Computer Literate: Familiar to use MS Word,Excel,Prepared the Power Point presentation,the presentation in Padlet. I can make letter, reports .

I am confident to make Data collection,data entry,communication skills,analytical skills, interviewing skills also the translator.



## LANGUAGE

I am a bilingual who: Speak French,English and bislamar. Write French ,English and Bislamar. Read French,English and Bislamar.



## REFERENCE

### David TALO - "Vanuatu National Statistic Office( VNSO)"

Senior officer of SLC section  
stats@vanuatu.gov.vu  
22110/22111

### Jimmy Tamkela TOMOYAN - "Vanuatu National Statistic Office(VNSO)"

National Coordinator of National Census 2020  
jtamkela@vanuatu.gov.vu  
22111/5252040

## Uncle Bills Shop

01 December 2017 - 15 April 2018

Cashier

- Assist as a cashier.
- Make customer service .



## EDUCATION

### Vanuatu National University(VNU)

2017-2020

Bachelor Degree in Economic and Social Administration

### Lycee LAB

2013-2016

DAEU B Diploma

### College de tagaga

2011-2012

Year 10 certificate

### Sarabulu school

2002-2010

Year 8 certificate



## INTERESTS

Work as a team to share knowledge and negotiate with other colleagues. Part to help the users and the government for his decision making towards the people of Vanuatu.



## ADDITIONAL INFORMATION

Behavioural competencies:

- Cooperative
- Active
- Punctual
- Sociable
- Trustworthy



## QUALIFICATIONS

### Bachelor degree

In Law, Economic and management which is Economic and Social Administration.

### Diploma

Year 14 (DAEU B)

Year 10 certificate

Year 8 certificate