

Name: Jennifer Rabty
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Skill Highlights

- Computer based – Microsoft: Word, Excel, Powerpoint
- Customer based – customer service
- Quick learner
- Teamworks
- Honesty
- Adaptability
- Management skills

Languages

- English
- French
- Bislama

Interests

- Art & Design
- Sports
- Reading
- Volunteer works
- Travelling
- Music

References

References available on request.

Profile

I am a final year student, studying at the University of the South Pacific at Emalus Campus and I am looking for an opportunity where I can excel in my future career. I am highly motivated and reliable.

Experiences

	01/01/2019 - 30/12/2020
Data entry assistant - NRJYS Electric (Private Company), Port Vila	
<ul style="list-style-type: none">• Entering data into the Computer (using excel)• Filing documents• Answering telephone calls• Responding to and sending out emails• Restocking supplies	
<i>Contact: Rabty Kal Alphonse (Manager) – 7764167</i>	
	17/06/2019 – 05/07/2019
Reception – Vanuatu Institute of Public Administration and Management, Port Vila	
<ul style="list-style-type: none">• Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately• Answering and forwarding incoming phone calls• Receiving and sorting daily email• Filing documents	
<i>Contact: James Melteres (Manager) - 5333260</i>	

Education

	2019-2021
Enrolled in the Undergraduate Programme (BCOM), majoring in Human Resource Management & International Business and Marketing @ University of the South Pacific, Emalus Campus	
	2016-2018
Completing Year 11 to Year 13 @ Malapoa College, Port Vila	
	2014-2015
Completing Year 9 to Year 10 @ Central School, Port Vila	
	2007-2013
Completing Year 2 to Year 8 @ Freshwater Bilingual School, Port Vila	
	2006
Completing Year 1 @ Vila East Primary School, Port Vila	
	2005
Completing 1 Year Private Kindy School @ USP Emalus Campus, Port Vila	

Certifications

South Pacific Form Seven Certificate – 2018
Vanuatu Secondary School Certificate - 2017