

# RINGAMOTO KALSARIA

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Matantopua Area (Malapoa)    Gmail: [ringakalsaria@gmail.com](mailto:ringakalsaria@gmail.com)    Mob: (+678) 5940108 / 7351185  
D.O.B: 14/08/1990

**Objective:** *An individual person with good skills in IT seeking to further the knowledge in an NGO, Private sector or Government Department workforce.*

## **EMPLOYMENT:**

Contract (Volunteer)

### **Civil Status (Shefa / Tanvasoko Area Secretary)**

- ☐ Help people fill out Form B for ID Cards
- ☐ Issue new or duplicate electoral cards
- ☐ Enter data and print ID Cards in absence of officer assigned

Filing and Clerk

### **Port Vila Central Hospital**

2009 - 2010

- ☐ Do filing
- ☐ Answering incoming calls and queries from people
- ☐ Customer Care services to sick patients

Volunteer Work (Working Experience)

### **Fire Services (Vanuatu Mobile Force)**

2009

- ☐ Doing inventory
- ☐ Checking water tank in the fire truck to make sure that there is enough water

## **EDUCATION:**

Year 11

### **Saint Patrick College (Ambae)**

2007

Year 7 – Year 10

### **Malapoa College**

2002 – 2006

Kindy – Year 6

**Kawenu Primary School**

1995 – 2001

**Training:**

Advance Diploma in Web Development

**Edwards Institute of Technology**

2018 - 2019

Diploma in Hardware and Networking

**Edwards Institute of Technology**

2014

Certificate in Computer Hardware

**Edwards Computer Foundation**

2012

Certificate in Computer Software

**Edward Computer Foundation**

2011

Future Leaders Program

**Youth Challenge Vanuatu**

Oct 2008 – May 2009

- Life Skills and Leadership Training
- First Step to Business
- First Aid
- Rural Community Development Project
- Edward Computer Foundation

**LANGUAGE:**

- ☐ Fluent in English
- ☐ Basic French
- ☐ Bislama
- ☐ Native Language

**ADDITIONAL SKILLS:**

- ☐ Excellent Computer Skill in hardware and software
- ☐ Communication skill
- ☐ Negotiation skills
- ☐ Good Public Speaking Skills
- ☐ Time Management Skills

**REFERENCES:**

Kenneth Llamera, Senior IT Trainer

Edwards Institute of Technology

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Vila Central Hospital

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