

CURRICULUM VITAE - ALEXANDER NEWMAN

PERSONAL

Full Name : Alexander Glen Newman
Gender : Male
Date of Birth : 14/11/1988
Citizenship : Ni – Vanuatu
Postal Address : PO Box 1459, Port Vila
Email Address : zephaniah512@gmail.com
Mobile Phone No. : 7337911

PROFILE STATEMENT

I am a 32 years old male from Banks and Malekula. I have had previous work experience over the years as a stock control officer at Au Bon Marche, Wilco Hardware, Vila Distribution and Melanesian Hotel as a Front Desk Reception. For over ten years, I have familiarized myself with the inventory department and can handle container checks, price and product creation and control, stock distribution and transfers with ease.

Since I am well well-built and physically fit with no medical condition, I am also a very hard worker, fast learner, capable of working under pressure with limited supervision, very reliable and fully able to handle tasks and responsibilities under any condition.

EDUCATION

SECONDARY	Lycee Louis Antoine de Bougainville ✦ Year 12 National Certificate ✦ Year 10 National Certificate	2002 – 2007
PRIMARY	Saint Jeanne D'Arc ✦ Class 6 Certificate	1999 – 2001

EMPLOYMENT

Vila Distribution Ltd	Stock Control Officer	28/02/20 – 28/04/21
Responsibilities		
<ul style="list-style-type: none">• Stock order• Stock transfer• Stock take & inventory• Container check• Price update• Product display• Bin location update• Driving forklift & truck		

The Melanesian

Front Desk Officer

03/06/19 – 17/01/20

Responsibilities

- Front desk receptionist
- Cashier
- Porter
- Night auditor

Wilco Hardware

Stock Control Officer

06/05/14 – 25/01/19

Responsibilities

- Container check
- Stock order
- Price update
- Stock transfer
- Product display
- Bin location update
- Stock take
- Refill truck / forklift fuel

Au Bon Marche

Product Officer

06/01/09 – 04/08/13

Responsibilities

- Container check
- Price creation
- Scale price update
- Stock take
- Product creation
- Price update
- Stock distribution
- Stock transfer

EXTRA-CURRICULAR

Skills / Talents

Computing / IT

Electrical / mechanical appliances

Sales / Customer Service

Hobbies / Interest

- Dismantling engines and electrical appliances and re-assembling
- Sports – basketball & futsal
- Music & Travel

REFERENCES

Goretti Lunabek

Principal
Lycee Lab
22856

Robin Samuel

Chief
NW Malekula
7647899

Lenriss Newman

Pastor
Family in Christ Ministry
5349118

Shiu Nadan

Manager
Wilco Santo
37776

CERTIFICATION

This is to certify that the above information is correct and true to the extent of my knowledge and understanding.

Signed:

Alexander Glen Newman - dated 05/05/2021