**CURRICULUM VITAE**

**Name:** Sembu Evelyn Baleng Tete

**Gender:** Female

**Date of birth:** 11th May 1987

**Marital status:** Single

**Mobile #:** 5432434

**Educational background**

* **Secondary school –** Malapoa college year 11-12

 **-**Matevulu college year 7-10

* **Primary school –** Bulemap primary school class 4-6

 **-**Baiap church school class 0-3

**Courses and Trainings**

* **Management and book keeping -**By NBV manager
* **Business management and accounting** –By Tvet and cooperative
* **Transparency –** By Transparency Vanuatu
* **Communication Skills in Microsoft –** Central School
* **Financial literacy in Excel -** at Central school
* **Entrepreneurship** – at central school (not yet complete)

**Work Experience**

 **Loli Business Enterprise- (Timber & Furniture)**

* + - * Preparing new order for timber and payments
			* Advertising new product for furniture
			* Selling of new products
			* Buying new material needed in the workshop
			* Preparing financial report
			* Do the banking
			* Reconciling of cheques

 **Shop manager -** Selling of goods

* + - Marking up of goods
		- Balance sheet
		- Profit and loss statement
		- Financial report
		- Serving customers

 **Malapoa College –** Serving students at the stationery shop

* Fillings of student’s file
	+ - * Keeping records of stationery sales
			* Photocopying for staffs and students
			* Keeping records as secretary and answering the office phone

 **Church background-**2007 to 2009: youth leader

* + - * 2010: church treasurer
			* 2016: church secretary or clerk

**Skills and Abilities**

* Contribute confidently in group discussion
* Determine and trustworthy
* Reliable
* Fast learner and flexible
* People’s person and hardworking
* Very organise
* Sportive

**Language –English**- understand well, read well n write well

 **Bislama**-understand well, read well n write well

 **French**-understand a little pit.

**Interest and hobbies**

* Helping people
* Learning new things
* Serving customers
* Playing sports
* Enjoy going to church and be part of a youth group
* Reading
* Listening to music

**References/certificates**

* Malapoa college reference and year 12 certificate
* Pastor’s reference
* Business and accounts certificate
* Transparency certificate
* My father’s reference for the shop manager
* Loli business enterprise reference