**Vaine Sokomanu**

Pladinier Estate, Port Vila, Efate, 1419 | vainesokomanu@gmail.com |7389060*.*

**Professional Profile**

 Organized and adaptable administration officer with years of related experiences in four different organizations. My attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard. I have a calm and patient disposition meaning that I can work effectively under pressure and focus on the task in hand. I am proficient working in a team, but also work well independently. In my previous role, I was responsible for providing administrative support to 8 different programs all under the Vanuatu Christian Council (VCC) Umbrella. To succeed in this role, I had to be exceptionally organized and demonstrate strong communication skills. In my next role, I am looking to take on new challenge and additional responsibilities.

**Skills**

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| --- | --- |
| * Good Communication and verbal Skills
* Excellent customer services
* Teamwork
* Good Interpersonal Skills
* Fast Learner
* Organizing
 | * Detail Oriented
* Quick Problem Solver
* Numeracy Skills
* knowledge in Computing, MS Word, Excel, Power Point and Publisher
* Planning and Research Skills
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**Work History**

**The Kava Emporium Pilioko Haus – Lini Highway**

Office Assistant | June 2012 – Sept. 2013

Job Description**:**

* Packing of Kava products for wholesale and retail purposes
* Fulfillment of online orders from [www.vanuatukavastore.com](http://www.vanuatukavastore.com) , including responding to customers email, reconciliation of merchant services (online payments) and postage and tracking of orders
* Working in sales at the Kava Emporium. Jobs here include liasing with customers, entering sales into MYOB Retail Manager, Banking, Stock Control, and general maintenance.

**The Kava Emporium Pilioko Haus – Lini Highway**

Sales Assistant | April 2014 – May 2015

Job Description:

* Point of Sales Vend knowledge
* Talking and explaining to Customers about products through social media, face to face and phone.
* Keep shop fully stocked and end of day sales banking and reporting.

Store Manager | April 2015 – April 2016

Job Description:

* Co-ordinate purchase orders from domestic and international suppliers.
* Secure Point of Sale control implementation.
* Detailed Point of Sale software knowledge – specifically VEND. Including:
1. Stock Reconciliation
2. Sales Analysis
3. Product effectiveness review and analysis
4. Staff sales performance
* Securing and Banking of store takings.
* In-Store Merchandising for both standard product display and in store promotions.
* Management/owner report generation
* Train and Mentor employees to maximizing selling proficiency.
* Human Resource management – including hiring and firing of staff.
* Implement friendly sales techniques required in Vanuatu to engage with customers, thus leading to further guaranteeing a sale.

**Café Vila – Nasama Resort**

Duty Manager | May 2016 – March 2018

Job Description:

* Ensuring the overall smooth and effective operation of the restaurant with a strong and excellent customer services
* Ensuring that staff are briefed before duties start and are trained in the correct procedure for taking reservations
* Maintain high level of morale and team cooperation
* Answer phone calls and follow up on customers feedbacks
* Daily check of complete cash up, noting and differences between actual and till total and petty cash control.
* Confirm all group booking in a timely manner
* Ensure restaurant equipment is maintained to reduce the likelihood of breakdowns.
* Checking with the head chef and availability and what’s not available on the menu and relay information to waiters and waitresses before taking orders.

**Vanuatu Christian Council Freshwota 1. Opposite APTC**

Administration Officer | April 2019 – September 2019

Job description:

* Greet Clients and direct or escort them to specific destinations
* Answer the phone in a timely manner and direct calls to the correct offices
* Manage both digital and Hardcopy systems for all project and parties
* Schedule meetings and confirm appointments and maintain events calendar
* Enter customer data and sent correspondence
* Register all incoming and outgoing mails.

**Campaign for Justice Opposite Tana Ruse, Behind PSC Solar building.**

Administration and finance officer Consultant| September 2019 – current

Job Description:

* Administrative support to C4J department; Investigation, Media, Finance, Technical and research.
* Ensure smooth running of office.
* Creating and maintaining all departments files; soft and hardcopy.
* Maintain office conditions and arrange necessary repairs and upkeep as needed.
* Manage the accounting with MYOB for all departments and C4J operations
* Adhere to and help execute strategic advice given by C4J Technical advisor.
* Manage and overseeing C4J overall budget and reporting every month to C4J coordinator.
* Taking messages and following up by phone /email efficiently and effectively.

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**Education**

Edwards Computer Foundation – Intermediate Level 25 Aug. – 05 Sept. 2008 Completed

Edwards computer Foundation – Junior IT ( Basic Courses) May 2013 – July 2013 completed

Onesua Presbyterian College 2010- 2011

Studied Arts and Economic optional Accounting

Ulei Junior Secondary School 2006-2009

Melemaat Primary School 1999 - 2005

**Referees**

* Cameron Mcleod – Managing Director of VRRP Ltd T/A The Kava Emporium

 cameron@pcp-herbal.com

 Australia ph: (+61) 406 594 829 Vanuatu mob: (678) 7769700

* Dorah Yui Hing

Restaurant Manager

Phone: 5610510

* Rebecca Vuti

Finance Manager @ VCC

Phone: 35093