Brelyn Banga

Bladinier Area

Port Vila

 16th February 2022.

International Organization for Migration (IOM) Vanuatu

Port Vila

Vanuatu

Dear Sir/Madame,

**Applying for the Position of Assistant Training Facilitator**

I write in reference to the above underlined subject.

I completed my junior level of studies at Ranwadi Churches of Christ College in 2009. In 2010, I enrolled at Londua Technical college taking up general Hospitality courses. To further my knowledge in the field of Hospitality, I decided to undertake Hospitality and Tourism courses at Vanuatu Institute of Technology (VIT) here in Port Vila. In 2013, I was awarded a scholarship at the Australian Pacific Technical College (APTC) undertaking Tourism Inbound and Outbound courses for six months. Recently, in 2020, I attended the Nat Secretariate Services Training in Port Vila for a period of four weeks.

From 2011 to 2012, I started doing a part time as a trainee receptionist at Warwick Le Lagoon Resort while taking up courses at VIT. I completed six months of working as a trainee receptionist at the Le Lagoon Resort. The following year, I was shifted to another part time job at Iririki Island Resort.

Completing my studies at the VIT, I was accepted to work as a receptionist and cashier at the Starfish Cove Resort from 2012 to 2014. In 2015, I worked at the Ocean View Apartment doing office administration for seven months. And for the past three years, I have worked with the P&O Australia Cruise Liner.

My tasks as a receptionist and doing administrative duties includes; ***serving customers, perform all check-in and check-out tasks, manage online phone reservation, inform customers about payment methods and verify credit card data, register guests collecting necessary information (like contact details and exact date of their stay), welcome guest upon their arrival, clerical duties, performing book keeping, processing payroll, operating and maintaining office equipment’s and other administrative duties.*** Besides these, I assist in carrying out other tasks assigned by senior staffs. Working with the P&O cruise liner, my job revolves around the area of Hospitality services and different nationalities.

I have good knowledge on software database that is I make myself familiar with Microsoft Word, excel and MYOB. I have also acquired good communication skills, and professional customer service.

My working experiences has given me full capacity and potential to perform to the best if I am suitable candidate for this position.

I would guarantee you that if I am the suitable candidate for this position, I would perform to the best to achieve the align objectives, goals and vision of this firm.

Should you require further information, my contact is 7367206/5262025 or email bangeline@vanuatu.gov.vu

Regards,

Brelyn Banga

Applicant