**ROSBETH AHELMHALAHLAH**

**Objective** **PERSONAL CURRICULUM VITAE**

**Personal Profile** Date of Birth: **16/02/1988** Age: 33

Marital Status: ENGAGE

Gender: Female

Religion: PRAISE & WORSHIP Ministry

Island of Origin: MALEKULA

Contact: C/ Hapsai George

Ministry of Finance and Treasury

P M B 9058

Port Vila

Tel: 23032

Mobile: 5950896

Home Address: Beverly Hill, New-Sub-Division, Plot N#92.

Port Vila

Email: [ahelrosb@gmail.com](mailto:ahelrosb@gmail.com)

**Skills Summary**

* A**bility to work under pressure**
* **Ability to work as part of a team**
* **A genuine interest in people and a desire to assist them**
* **Excellent interpersonal communication skills, customer service and listening skills.**
* **A sense of responsibility - to the job, colleagues and the organizations**
* **Able to work unsupervised.**
* **Expert Computer skills: Microsoft word, Microsoft Excel, Microsoft Access, MYOB, IBM system- AS400 and finsun system.**

**Work experiences**

1) **17 Sept-12 Oct 2007 (VANUATU FINANCIAL SERVICE COMMISSION, Port Vila)**

**Position : SECRETARY/ ACCOUNTS CLERK**

* T**yping memo’s, faxes and letters, receiving inbound and making outbound call, banking, data entry, filling**

**2) 2008 - 2015 UNITED INVESTMENT BANK LTD (Port Vila)**

**Position: ADMINISTRATIVE ASSISTANT ACCOUNTANT**

* **Bank reconciliation in different currencies**
* **Bank’s transaction record**
* **Time Deposit for Banks and clients with different expiry dates**
* **Client reconciliation and client accounts update**
* **Securities in sales and purchasing records**
* **Keeping records of postal correspondences**
* **Matching book keeping records with statement of accounts for client**
* **Coupon and Dividend records for each client in different currencies**
* **Spot and Forward Exchanges in different currencies**
* **Opening new securities**
* **Opening new clients**
* **Filling of all documents.**

**3) 2016-2018 UNIVERSITY OF SOUTH PACIFIC EMALUS CAMPUS**

**Position: ACCOUNTS CLERK**

* Supplier reconciliation
* Check the Purchase Requisition form (PRF) in order to follow USP Policy
* Issue Purchase Order (LPO)
* Get all document sign
* Issuing cheques payment
* Post Payment Voucher (PV) in the system (MYOB)
* Do Banking daily
* Invoice students
* Open new supplier in MYOB system

**4). 18 Feb 2020 – 21 Sept 2020 Care International in Vanuatu**

**Position: FINANCE ASSISTANT**

* Process Cash Payments
* Entering payment Transaction using FinSun system
* Prepare cash reconciliation daily
* Support team in responding to victims of TC Harold

**Summary of qualifications**

1996-2001 Brenwei Primary School MALEKULA

YEAR 6-LEAVING CERTIFICATE

2002-2005 Rensarie College MALEKULA

YEAR 10 LEAVING CERTIFICATE

CERTIFICATE OF RECOGNITION

2006-2007 Vanuatu Institute of Technology PORT VILA

CERTIFICATE IN ACCOUNTING

**This included the following courses:**

* **Introduction to Accounting**
* **Elements of Banking**
* **Business Economics**
* **Business Law**
* **Basic Computing**
* **Business Communications**
* **Mathematics**
* **French**
* **Career Planning**
* **Organizing Meeting**s

**July -August 2007 CHAMBER OF COMMERCE COURSE PORT VILA**

CERTIFICATE IN ACHIEVEMENT:

* MS EXCEL
* MS ACCESS
* FINANCIAL MANAGEMENT
* MYOB

**2008-2019 PART TIME STUDY AT USP EMALUS CAMPUS. PORT VILA**

TRANSCRIPT OF ACADEMIC IN DIPLOMA IN ACCOUNTING)

* English
* Mathematics
* Accounting
* Management
* Auditing
* Financial Management and many more (Refer to Transcript attached)

2020-2021 UNIVERSITY OF THE SOUTH PACIFIC

ACADEMIC TRANSCRIPT IN BCOMPA-Bachelor of Commerce in PROFESSIONAL ACCOUNTING

* Financial Accounting
* Financial Management
* Auditing
* Accounting Theory and Application
* Macro-Economic
* Small business Enterprise
* Ethics and Governance
* Pacific World

(Refer to transcript attached for more detail)

**Languages** English, Bislama and a little French

**Community activities** **2004- SHOP ASSISTANT AT RENSARIE COLLEGE,**

Being a shop assistant in managing the school canteen.

**2012-2014**

* Being Treasure for my community Association
* Also being a treasure for a youth group.
* Help out with decision making in community discussion

**Interests and activities** meeting and helping people, reading, spending time with friends, developing own personality, meeting challenges, enjoying every moment in my life and contribute to make myself, those around me and the environment a happy and better place to be in.

**References** **Mrs. Jenny TARI**

Manager of Administration

Vanuatu Financial Service Commission

P M B 9023

Port Vila

Tel: 22247 / Fax 22242

**Mr. Dindi Denilson**

Accounting Teacher

Vanuatu Institute of Technology

P M B 9015

PORT VILA

Tel: 22295 / 22296

**Mr. Karl WALDEBACK**

United Investment Bank Ltd

PKF House- Lini Highway

P O Box 457

Port Vila

Tel: 23468

**Mr. Businea CONIVAVALAGI**

**Chief Accountant**

University of South Pacific Emalus Campus

PMB 9072

Port Vila

Tel: 22748 ext. 103

**Mrs Edwina STEPHENS**

Human Resources

University of the South Pacific Emalus campus

PMB 9072

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