



# NORTHERN ISLANDS STEVEDORING COMPANY LIMITED

P.O. Box 226, Luganville, Espiritu Santo • Republic of Vanuatu  
Tel: (678) 36604 • Fax: (678) 36085 • Email: niscol@vanuatu.com.vu

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8 May, 2007

To: Whom it may concern

Ref: Work Reference for Susan Vira

I have know Susan for over two years as a diligent worker in the Tally section of NISCOL during which she has been an assistance secretarial clerk the Tally clerks.

She is a trust worthy staff and carries out her duties with confidence and can work without supervision.

She can manage staff and is able to assist with supervision

I trust she will make a good team in any company and I am prepared to assist if you require further information.

Thank you

  
Salvau Moh  
CEO-NISCOL  
MOB 76555

## BOTARA TRUSTEES LIMITED

P O Box 234, Rue Higginson, Luganville Santo. SANMA PROVINCE. VANUATU  
Tel/Fax: (678) 37385

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7<sup>th</sup> January 2014

### TO WHOM IT MAY CONCERN

Dear Sir/ Madam,

RE: LETTER OF REFERENCE: SUSAN VIRA

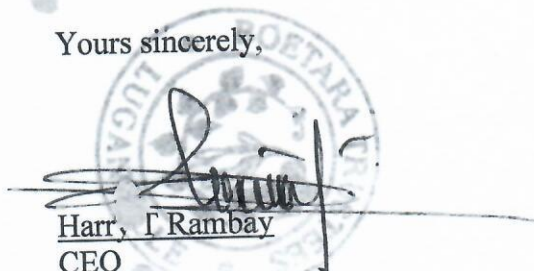
This letter serves to confirm that Ms Susan Vira has been employed in our firm as Secretary/ Property Salesperson & General Administrative Officer since 2007.

Her responsibilities include overall administration of the Trust Office; which also includes overall responsibilities for the sales of our land sub-division projects. These duties require her to deal directly with our business clients on daily bases (customers and suppliers); and she has proven herself to be well disciplined and completely trusted in the discharge of these duties and functions.

Her office conduct & attitude towards work situations is good. She is able to work independently as well as a team member; and shows a work commitment that is very good; and can be relied on to complete work to a high professional standard, and of a high level of customer satisfaction.

In all Ms Susan Vira has carried herself very well, and I do not hesitate to recommend her for similar duties in the field of her interest in the years to come.

Yours sincerely,



Harr, I Rambay  
CEO

Cc Ms Susan Vira  
File



# EDWARDS COMPUTER FOUNDATION

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Microsoft **in**  
**Education**



## Certificate Of Attendance

*This is to certify that*

SUSAN VIRA

*Has successfully completed the*

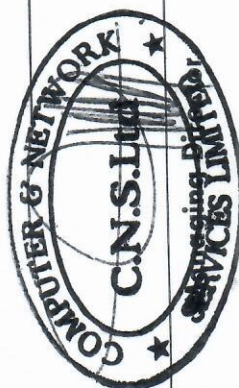
MYOB LEVEL 2

From

17 - 28 NOV 2014

5<sup>th</sup> DECEMBER 2014

Date issued



JOSEPH E Tamata

Course Trainer

Mr. Joshua Narinas



# EDWARDS COMPUTER FOUNDATION

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## Certificate Of Attendance

*This is to certify that*

**SUSAN VIRA**

*Has successfully completed the*

**MYOB LEVEL 1**



JOSEPH E Tamata

From 16<sup>th</sup> - 27<sup>th</sup> June 2014

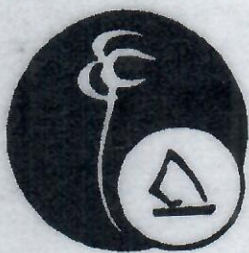
27<sup>th</sup> June 2014

Date issued

Course Trainer

**JOSHUA MARINAS**





**The University of the South Pacific**  
**Vanuatu Centre**

**CONTINUING EDUCATION**

This is to certify that

***Susan Vira***

has successfully completed the course

**Excel Level 1**

With a grade of

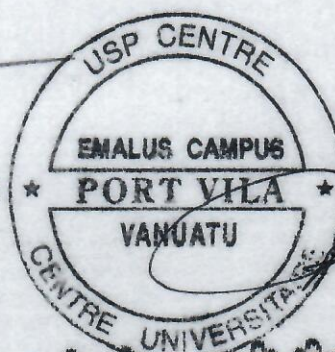
**B**

Held at

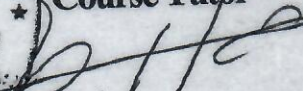
**USP sub Centre in Luganville**  
**November 2003**

  
**Jean -Pierre Nirua**

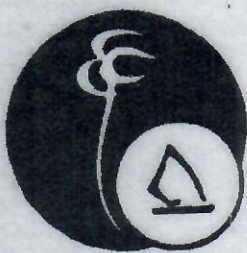
Director, USP Vanuatu Centre



**Nobuo Hirai**  
Course Tutor







**The University of the South Pacific  
Vanuatu Centre**

**CONTINUING EDUCATION**

This is to certify that

***Susan Vira***

has successfully completed the course

**Internet & E-mail**

With a grade of

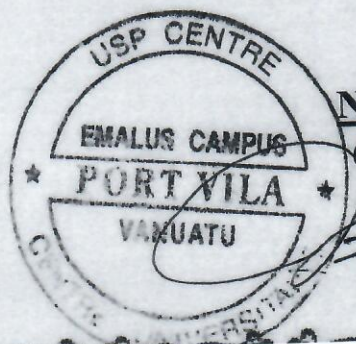
***A***

Held at

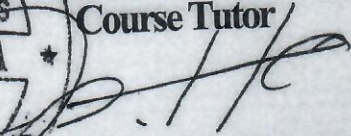
**WSP sub Centre in Luganville  
November 2003**

  
**Jean -Pierre Nirua**

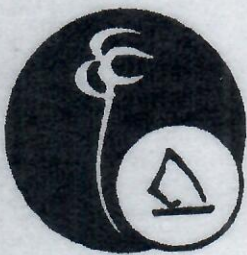
**Director, USP Vanuatu Centre**



**Nobuo Hirai**  
**Course Tutor**







**The University of the South Pacific  
Vanuatu Centre**

**CONTINUING EDUCATION**

This is to certify that

***Susan Vira***

has successfully completed the course

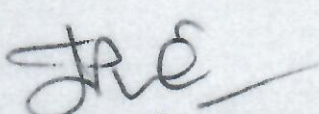
**Introduction to Computing**

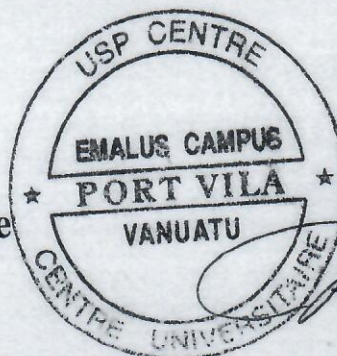
With a grade of

**C+**

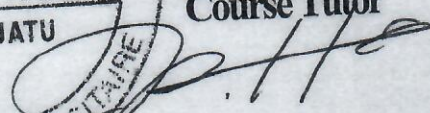
Held at

**USP sub Centre in Luganville  
November 2003**

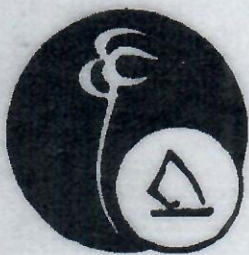
  
**Jean -Pierre Nirua**  
Director, USP Vanuatu Centre



**Nobuo Hirai**  
Course Tutor







The University of the South Pacific  
Vanuatu Centre

**CONTINUING EDUCATION**

This is to certify that

***Susan Vira***

has successfully completed the course

**Word Level 1**

With a grade of

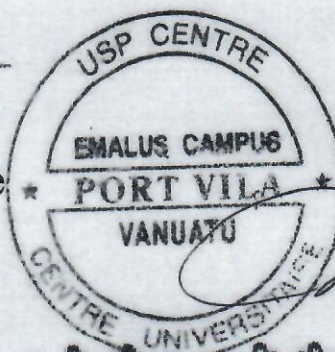
**B**

Held at

**USP sub Centre in Luganville**  
**November 2003**

  
**Jean -Pierre Nirua**

Director, USP Vanuatu Centre



**Nobuo Hirai**

Course Tutor

