**Merlyn Vira**

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**Personal details**

Address: stella Marie

Date of birth: 9 April 1998

Marital status: Engaged

Sex: female

Island: Ambae

Province: PENAMA

Nationality: Ni-Van

Denomination: Anglican

Personal statement

I am an experience worker with high time management and collaboration skills proven through effective, quality and high performance in achieving possible outcomes.my studies and my previous work experience have all been in these areas and I am currently looking to progress my career in more challenging role. Also be to work as a group and assist other member to achieve a set goals. And has a key strength to develop and maintain certain standard.

Leadership skills profile

* Helping others in achieving common purpose.
* Assists some of any members during working hours.

Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Primary/high school | Year level course module | Certificate archive |
| 2002-2010 | Ala memorial primary school | Ala memorial primary school | - |
| 2011-2012 | Saint Patrick’s college | Years 9 -10 | Year 10 certificate |
| 2014-2016 | Edwards computer foundation | Computer software and database &diploma in programming and database development. | All certificate archived |
| 2018-2019 | University of the south pacific | LLP14(preliminary English)  MAP12(preliminary math’s)  Accounting  ECPO1 (Economics) | To be continued-- |

Work Experience History

* I have been employed in 2017-2018 as a cashier at HXM wholesale for 2 years
* Also, as a receptionist at ports and marine for 4 months main duties performed are filling documents, answering telephone calls at front desk, provide customer service
* Lastly, I was employed as an enumerator and a supervisor for the national statistic’s office. Task performed was collecting critical demographic data in selected communities around Vanuatu, conducting households’ individuals and community leader interviewing using the latest technology, recording GPS coordinates for all households in selected areas

Personal Attributes

Has an ability and experience to help team members in doing each and every single task in order to achieve and organizational or company that are accomplished.

Extra-curricular

* Help family members in some other paper work
* Help out in youth programs in my community as a companion.

Personal interest’s

* Playing volleyball and watching tv listening to music
* Socializing with friends and family’s
* Watching movies, Facebooking.

References list

|  |  |
| --- | --- |
| Name: Benuel lenge  Job title: director of the Vanuatu national statistics  Email: blenge@vanuatu.gov.vu  Telephone: +(7785842) | Name: Alison kere  Jobtitle:finance officer(retire)  Email: akere@vanuatu.gov.vu  Telephone:678(7773768) |