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| **CURRICULUM VITAE (CV)** |

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| **Objectives:** To work with a reputed organization in a position where I can develop and utilize my skills |

**PERSONNEL BACKGROUND**

**Name**: PATRICIA KALTANG ROBERTS

**Date Of Birth**: April 28, 1995 **Nationality:** Ni-Vanuatu **Gender**: Female **Marital Status:** Married

**Email**: Kaltangpatricia@gmail.com

**Contact**: +6787102953

**EDUCATIONAL BACKGROUND**

**Primary Education**

* Class 1-4 – Vila North Primary School (2001-2004)
* Class 5-6 – Manua Primary School (2005-2006)

⟢ Achieved National Primary Examination Certificate

**Secondary Education**

* Year 7-10 –Santo East Junior Secondary School (2007-2010)
* Year 11-13 - Matevulu College (2011-2014 )

⟢ Achieved Yr. 10 National Examination Certificate

⟢ Achieved Yr. 12 VSSC Certificate

⟢ Achieved Yr. 13 SPFSC Certificate

**Tertiary Education**

* Bridging Programme, unclassified foundation – USP Emalus Campus (2015-2016)
* Bachelor of Commerce (Economics and communication and literacy) – USP Emalus Campus (2017)
* Certificate 3 in small business management (2019-2020)

**Achievements**: Just an average student

Other non-work/school related courses

* **CDI (Congress Development Institute) – dealing with characters and value.**

⟢ Achieved a Certificate

**EMPLOYMENT BACKGROUND**

**WORK EXPERIENCE**

1. **MA BUILDERS**

Admin/Messenger responsibilities

* Wages (preparation/process staffs wages)
* Banking
* Supervise administration when Manager/Owner is away.
1. **SOUTH PACIFIC HARDWARE**

Cashier responsibilities

* Daily Sales Input
* Answering phone calls
* Filling of Local Purchase Orders (LPO’S)
* Preparation of Quotations
* Cash Reconciliation (daily)

3. **MOK STORE**

Cashier responsibilities

-Daily Sales Input

-Answering phone calls

 -Preparation of Quotations

-Cash Reconciliation (daily)

-Assisting office accountant

**HOBBIES**

* Reading Books
* Watching Movies