

# Curriculum Vitae

Nom:	MALTOCK MIRANDA
Address:	Vila North Area Port Vila, Vanuatu
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Email address:	mssmaltock@gmail.com
Date of birth:	26 April 1990 (Norsup/Malekula)
Languages speak, read & write	French, English, Bislama
Tertiary level:	<ul style="list-style-type: none"> <li>• Foundation at university of the south pacific (1rst semester 2011)</li> <li>• Year 14 arts: Lycée LAB (2010)</li> </ul>
Secondary level:	<ul style="list-style-type: none"> <li>• Year 13 arts: college de Santo (2009)</li> <li>• Year 12 arts: college de Santo (2007-2008)</li> <li>• Year 10: Norsup secondary school (2006)</li> </ul>
Training:	<ul style="list-style-type: none"> <li>• Certificate III in Tourism (2021)</li> <li>• Customer Service skills workshop (Jul 2017)</li> <li>• Handicraft Market sales training (2015)</li> <li>• Pacific star life skills: Youth Challenge Vanuatu (2011)</li> <li>• Basic Computer: Edward computer (2011)</li> <li>• Business courses: youth Challenge Vanuatu (2011)</li> <li>• Business Management: Chamber of commerce (2011)</li> </ul>
Experiences:	<ul style="list-style-type: none"> <li>• I have been worked at <b>the Pandanus Consulting Ltd</b> as an <b>admin officer</b> for <b>over eight years</b> there I am responsible to do and organise the distribution of our products, assisting the director by giving customer service training &amp; Sales training to other business staffs, to do invoices and follow ups on outstanding invoices by using outlook, prepare staffs wages, looking after the accounts by using MYOB, data entry, banking, office management, clerical duties, did recordings, management of petty cash, filling and more secretary with clerical duties.(2014-2022)</li> <li>• 3 months @ beachfront resort in Luganville, Santo while in Holiday as an assistant manager doing filing, taking calls, check in &amp; check out, doing bookings. (Feb-Apr18)</li> <li>• Two years I had working at the <b>Veterinary Clinic</b> as a <b>receptionist and Vet nurse or Vet assistant</b>, there I did cashier, handle animals, clerical duties, assist Vet, did awareness at schools and communities, answering calls,</li> </ul>

	<p>handle difficult clients and did more secretary duties. (Apr 2013-Apr 2014)</p> <ul style="list-style-type: none"> <li>• Two month working experience <b>at youth challenge Vanuatu</b>; there I did recordings, filling, clerical duties, and receptionist, messenger, help Youth to have access at the library or computer, prepare tea and refreshment for youth etc... (2011-2012)</li> <li>• One-month experience at <b>the department of customs and Inland Revenue</b>, there I receptionist, translation, filing, cashier, gain lots of experience in Clerical duties and secretary duties. (Nov-Dec 2010)</li> </ul>
<b>Additional skills:</b>	<p>Honest and Trustworthy, Friendly, Punctual, Confident, Quick Learning ,can work in team and individual, Good Speaking, Respect ,Sharing of knowledge , bilingual, Good Customers Service Skills, Good Skills in Computer Literate (office, excel, outlook and MYOB), Good public relation, Reliable and good character, Kind, Administrations Skills, willing to learn new skills, Mature</p>
<b>Referees:</b>	<p>Jackie Potgieter Director of Pandanus Consulting LTD Mob: 7723333 Email: jackie@pandanusvanuatu.com Port Vila, Vanuatu</p> <p>Lorna Aru Beachfront Resort Mob: 7735495 Luganville, Santo</p> <p>Dr Karin O'Connor Veterinary Clinic Tel: 25702 Port Vila, Vanuatu</p> <p>Priscilla Samson Youth Employment Service Manager Youth Challenge Vanuatu Email: <a href="mailto:prisxillasamson.ves@gmail.com">prisxillasamson.ves@gmail.com</a> Tel:28182 Port Vila, Vanuatu</p> <p>Rose Malsale Human Resource Management Customs and Inland Revenue PMB 9012 Tel: 24544</p>