LINA RABTY\_\_\_\_\_\_\_

**Youth challenge Vanuatu Email:linarabty@gmail.com** [**Tel:5315783/7118707**](tel:5315783%2F7118707)DOB: 15/11/1993

PO. Box: 1105

Port Vila

**OBJECTIVE:**

A young lady with good education, seeking opportunity to gain work experience to develop my knowledge and skills in work segment at the same time contribute to achieving organization / department objective.

**EMPLOMENT:**

Ministry of Justice **2 Months Contract: 26 November 2019-17 January 2020**

and Community Services (Intern)

**Human Resource Management**.

* Compiling Recruitment and Assessment and averaging scores in excel.
* Printing, Coping, Scanning of recruitment files.
* Updating a Staff Employee Information on Excel.
* Filing HR and Personal Files.
* Preparing appropriate Public Services forms for officers to use.
* Binding

**Disability Desk.**

* Preparation towards the International Disability Day.
* Assisting the officer responsible by preparing invitation letters and dispatching it.
* Preparing the venue along with other volunteers by setting up booths.
* Ongoing assistance throughout the event.

**Front Desk/Receptionist.**

* Minding the front desk when the receptionist is not around.
* Assisting the Receptionist by answering calls and referring them to appropriate officers.
* Cleaning the Office.

Cash Transfer Program Intern

**Oxfam In Vanuatu Contract: 23 september-8 November 2019**

**The preparedness of big unblock E-voucher showcase with the external partners.**

* Scanning the file.
* Assist CTP staff for financial inclusion of Reserve Bank of Vanuatu 2019.
* Assist CTP staff for the big unblock e-voucher showcase with the external partners.
* Photocopy.
* Answering the queries of participant of financial inclusion and external showcase.
* Making vehicle booking.
* Experience on using smart phone.

Cash Transfer Program Intern

**Oxfam In Vanuatu 2 Months Contract: 9 July -30 August 2019**

**Distribute Dissemination Report:**

* Confident in public speaking.
* Administration work.
* Demonstrate a positive attitude in a Team.
* Good communication skills with partners.
* Know how different types of Modality in Cash transfer works (Cash for work, E-Voucher & Multipurpose cash Grant).
* Answering and exchanging phone calls.
* Respect
* Patient
* Write the field report.
* Experience on using Sempo Software for data entry.

**Teaching Practice Jan 2017-Dec 2018**

Ecole Francaise Primaire de Club Hippique Federation de l’enseignement

Libre Protestant de Vanuatu

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **School Name** | **Year** | **Certificate Gained** |
| AUF ( Agence Universitaire Francophone) | 2015-2016 | DAEU |
| Lycee LAB | 2014 | YR 13 certificate |
| Lycee d ‘orap | 2012-2013 | YR 12 Certificate |
| College d ‘orap | 2010 | YR 10 Certificate |
| College d ‘orap | 2008 | YR 8 certificate |
| Primaire d’orap | 2000-2006 | Primaire |
| Maternelle d’orap | 1999 | Maternelle |

**TRAINING COURSES:**

**Online course:**

* **Introduction to Market Analysis** Kaya CaLP **Certificate gained in 4 October 2019**
* **Cash and Voucher Assistance-**  Kaya CaLP **Certificate gained in 2 October 2019**

**The Fundamentals**

**First Aid Training 26 July 2019**

**Provide Basic Emergency Life Support-Certificate II**

* Covering- DRSABCD, Hands only CPR, Management of the Unconscious casualty, Bleeding, Sthock, Fractures, Spinal injuries, Soft tissues injuries, Asthma and Allergic reactions.
* **Youth-led Action Research Aspae/Koble Certificate gained in 26 May 2019**

**Young women Leadership** **Care International Vanuatu**

**Good Governance 20-21 January 2020**

**Building Healthy Relationships Free from Violence training 11 -15 November 2019**

* Gender Equality.
* Violence in Relationships.
* Skills for building a Healthy Relationship.
* Family Planning.

**Family Financial Management**  **26-30 August 2019**

* Exploring our household.
* Exploring how we work together.
* Managing money and business activities.
* Decision making and household budgeting.
* Summary and Planning for change.

**Young women’s training 17-21 June 2019**

* Recognising different types of communication skills.
* Different style of leadership.
* Gender.
* Human rights.
* Base Leadership skills: Decision making.
* The power of working together.
* Working in small groups on project design.
* Base Leadership skills: building a case.
* Base Leadership skills: action planning.
* Working in small groups on project design: Practicing action planning.

**Civic Engagement** Youth challenge **4 June 2019**

**First step to Business** Youth challenge **14-16 May 2019**

**Money Minded** Youth challenge **25 April 2019**

**LLP13** USP **2015**

**LANGUAGE:**

* Fluent Bislama
* Basic English
* Fluent French
* Native language

**ADDITIONAL SKILLS**

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* Organize skills
* Honesty
* Computer skills
* Respect
* Communication Skills

**REFERENCE:**

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Principle HRM Officer

Ministry of Justice & Community Services.

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Cash Transfer Program/Block Chain Coordinator

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Nightingale Medical Services-Director

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