CURRICULUM VITAE

**PERSONAL**

Name: Sam Kasso

Gender: Male

DOB: May 21 1997

Marital status: Single

Nationality: Ni-Vanuatu

Address: Solomon Hill

Luganville

(+678) 5664216

**EDUCATIONAL HISTORY**

2020: **Statistics office**: Cences Enumerator

2020: **Teaching year 7&8**: Polone Aventist School

2019: **Certificate in Agri business** Agriculture collage, Santo, Vanuatu.

2018: **Foundation course**, USP Sub Center, Santo, Vanuatu.

2017: **Year 13 certificate,** Aore Adventist Academy, Vanuatu

2016: **Year 12 Leaving Certificate,** Aore Adventist Academy, Vanuatu.

Language: **Fluently speak and write both Bislama and English but** **basics in French**

**WORK EXPERIENCE**

2018 April to 2018 July: 4 Months working experience–*Sanma Education Office, Luganville, Santo*

***Responsibilities:*** intensively engaged on administrative task such as serving clients at front desk office, answering phone calls, filling documents, Undertaking secretarial duties such as, typing, filing incoming and outward mails

Field works, involve organize regular staff meetings, making appointments for clients, organize field trips and assist in message delivery of all stakeholders through notes hard copy, soft copy via email and verbally

2020 February to 2020 April: 3 Months Teaching- Pallone Adventist School

South East Santo.

Skills

\_ Strong Communication skills

\_ Good Computer skills

\_ Good Accounting skills

I have a passion for talking to people and have good communication skills. Teaching have helped me a lot in caring for others and help then in any difficulties that they face. There is no favoritism in myself and I have a good relationship in working within any team.

**REFEREES**

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| --- | --- | --- |
| **Name** | **Organization** | **Telephone** |
| Thomsen Paul Wari {PEO} | Sanma Education Office | 5465348/5565348/33800 |
| Linneth Lerr {Vermis Officer} | Sanma Education Office | 7738082 |
| Branson Gideon {Principal} | Aore Adventist Academy | 5906244/7107467 |

I have gain Experience in working as a VEMIS and assisting the Receptionist Officer. I have much knowledge in administration duties. As an experience in my own field, I have personal commitment and interest in developing my Career accommodated skills in providing service to customer’s base and maintaining strong contact to customers.

Proved to be working with minimum supervision.

Character – My referees will support my claims that I am of good character, I have no disciplinary action taken against me so far and have demonstrated a good working partner the team with are minimal supervision. I have also shined well in displaying an excellent and outstanding role both at work, in church, the community.