

ADELINE BULE

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Bladiniere Estate, Port Vila Efate
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OBJECTIVES

Obtain a receptionist position that will utilize my skills to work with customers and office staff to resolve problems that are fair to both customers as well as the company.

EDUCATION

University of the south pacific

Currently studying – Bachelor of commerce- Double major in Accounting and Economic.

Victorian Certificate of Achievement

-Coursework in Business management, Accounting, Further mathematics and English as a Second Language.

EXPERIENCE

NEIL THOMAS MINISTIRES CHRISTAIN COLLEGES | Agathis Road, Port Vila Efate, Vanuatu
Receptionist 15th October 2017 – 13th April 2021

Job responsibilities

- Serves visitors by greeting, welcoming and directing them appropriately
- Notifies admin of visitors arrival
- Maintain a clean environment
- Answering and referring inquiries by mail, phone or in person
- Assist Parents and students with concerns and complain
- Do photocopies and scanning for all department
- Arrange meeting venues and prepare coffee for staffs
- Schedule Appointments
- Type report , and test papers for students
- Editing report, letters ,speeches and announcement before print or forward.
- Help Bursar receipting payments of school fees and photocopy
- Keeping a record of weekly usage of paper and number of copies per class and department
- Monitor movement of staffs during working hours, especially signing in and out of premises.

PT Store | Bladiniere Estate, Efate Port Vila.

Shop keeper, 2016 – 2017

Job responsibilities

- Serving, and greet customers
- Stock take
- Stock list and packer
- Maintain a clean environment.

SKILLS

- Telephone skills
- Verbal communication
- Listening
- Cash register operator
- Customer focus
- Handles pressure
- Communication
- Basic knowledge of French
- Microsoft Word, Excel, Outlook, Xero

REFEREES

PS David Peter Mawa
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