

## CURRICULUM VITAE



**NAME:** Mendella Kalfabun  
**DATE OF BIRTH:** 8<sup>th</sup> June 1983  
**SEX:** Female  
**ISLAND OF ORIGIN:** Ifira Island, Efate  
**STATUS:** Single  
**RESIDENCE:** Manples Area, Efate, Port Vila  
**CONTACT DETAILS:** 5352116 or C/- 7714593  
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### EDUCATION BACKGROUND

2001 - 2003 <b>EMALUS CAMPUS, USP</b>	LLF11, LLF21, and other foundation courses
1998 – 2000 <b>MALAPOA COLLEGE</b>	Year 11 – 12 <b>obtained my Year 12 PSSC Certificate</b>
1994 – 1997 <b>MATEVULU COLLEGE</b>	Year 7 – 10 <b>Obtained my Year 10 Certificate</b>

### LANGUAGES

LANGUAGES	SPOKEN	WRITTEN
FRENCH	✓	✓
ENGLISH	✓	✓
BISLAMA	✓	✓
Mother Tongue	✓	✓

### OTHER SKILLS

Computer Skills	Wide use and familiarity of the Microsoft Office Product (Outlook, Outlook Calendar, MS Word, MS Excel, MS Power Point), Email & Internet knowledge, Fast in typing. Good hands on with Data Base Software's
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### PROFESSIONAL TRAINING

COURSE	YEAR	TRAINING
Solid Waste Management Training Kitakishu, Japan	2013	Waste Management Techniques
VBTC	2013	Basic TV Production Trainings

Shefa Media Team		In assisting the Shefa Media Team for the Voice blong Province TV and Radio Programmers.
Asian Development Bank	2011	ADB Project Implementation & Administration Seminar
Business Plan Shefa Provincial Council	2010	Shefa Provincial Council 2011 Business Plan Preparation
Computing Course Government Human Resource Development Init	2006	MS Excel 2003 – Level 2

## WORKING EXPERIENCE

**EMPLOYEE: Van2017**

**June – December 22 2017**

POSITION	DUTIES & RESPONSIBILITIES
Accreditation Coordinator	<ul style="list-style-type: none"> <li>- Implementation of two systems to collect data</li> <li>- Making sure the information's are accurate in the system</li> <li>- Design and testing the systems for ability to print badges</li> <li>- Plan &amp; manage the daily collection of information making sure all logistics are in order – Neat &amp; Tidy</li> <li>- Managing and tracking large volumes of data and putting in place processes and controls for the management of such</li> <li>- Knowledge in Database Systems</li> <li>- Process control for data &amp; information tracking</li> <li>- Accurate accounting of the status of badge printing</li> <li>- Managing the right Matrix for all the various stallholders that require Accreditation for the 2017 Mini Games</li> <li>- Coordinating with the System suppliers for the design of badges /and data processing needs</li> <li>- Assist in writing up Volunteers Job Description</li> <li>- Establishing and managing the Production environment for the distribution of badges including all equipment /stock etc...</li> <li>- Establishing the Training Plan for the Accreditation Volunteers</li> <li>- Establishing the processes and policies for reprint</li> <li>- Managing the production of Day Passes</li> <li>- Assist in data entries into the Data base system</li> <li>- Assist in the Volunteer Department</li> <li>- Part of the UDAC (Uniform Distribution and Accreditation-Volunteers and workforce)</li> <li>- Customer Service provider to any quarries</li> <li>- Working in line with timelines within each department</li> <li>- Attend to meetings</li> <li>- Follow up by phone calls or emails on any inquiries</li> </ul>

- Set up 10 Priority task to be completed by end of each week
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**EMPLOYEE: SHEFA PROVINCIAL COUNCIL  
2010 - 2013**

POSITION	YEAR	DUTIES & RESPONSIBILITIES
Assistant Physical Planner	August 2011 – 2013	<ul style="list-style-type: none"> <li>- Officer in charge of the Physical Planning &amp; Property Tax Unit</li> <li>- Good time management and organizational skills</li> <li>- Auditing &amp; Compliance work</li> <li>- Assist with Corporate &amp; Business Plans</li> <li>- Assisting in the Implementation of the Physical Planning Act NO.22 OF 1986 &amp; other Physical Planning Legislations required</li> <li>- Collection &amp; analysis of data as require to prepare suitable plans for record purposes</li> <li>- Data entry of information's collected</li> <li>- Good knowledge in Databases</li> <li>- Providing accurate advise on Physical Planning to Area Councils</li> <li>- Providing information and respond to quarries on Physical Planning on a timely manner</li> <li>- Building Permit application &amp; Approval Process</li> <li>- Good knowledge in building development process (for Building Approvals)</li> <li>- Subdivision Application and Approvals Process</li> <li>- Foreshore Development Application Process</li> <li>- Liaise with real estates, various Government departments and local building constructors in focusing on land developments, issues, building constructions and building inspections.</li> <li>- Consultation Meetings with various stakeholders and local communities and leaders</li> <li>- Site Inspection Risk assessment</li> <li>- Good relation with most hardware, business and private individual residence &amp; managers</li> <li>- Providing Excellent Customer services: – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> <li>- Follow up clients outstanding payments</li> <li>- Clerical duties</li> <li>- Attend to meetings</li> </ul>
Property Tax Officer	June 2010 – August 2011	<ul style="list-style-type: none"> <li>- Officer in charge of the Property Tax Unit</li> </ul>

		<ul style="list-style-type: none"> <li>- Field surveys, inspections and collection &amp; analysis of data as require and to prepare suitable plans for record purposes</li> <li>- Good time management and organizational skills</li> <li>- Listing of all Property Tax under the Shefa Physical Planning Zone</li> <li>- Data Entry of all Property Tax Listing under the Shefa Physical Planning Zone</li> <li>- Good knowledge in Database</li> <li>- Records of new Properties</li> <li>- Collection of Property Tax</li> <li>- Invoicing of Property Tax</li> <li>- Payments &amp; Receipting of Property Tax's</li> <li>- Officer in-charge of Solid Waste Management</li> <li>- Cabbage Collection &amp; Road Maintenance Responsibility</li> <li>- Attend Meetings</li> <li>- Consultation Meetings with various stakeholders and local communities and leaders</li> <li>- Providing excellent customer services: – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> <li>- Filing</li> <li>- Clerical Duties</li> </ul>
Assistant to Cashier	February 2010 – June 2010	<ul style="list-style-type: none"> <li>- Entry of Payment Vouchers &amp; Receipt Books etc.... onto an excel sheet</li> <li>- Updates in Leaves (Annual, Sick, Compassionate</li> <li>- Receipting of money collected</li> <li>- Daily Banking</li> <li>- Filing</li> <li>- Serving Clients</li> <li>- Clerical duties- also assists in receptionist duties</li> <li>- Good knowledge in database</li> </ul>
Filling Clerk	January 2010	<ul style="list-style-type: none"> <li>- Filing</li> <li>- Clerical Duties- also assists in receptionist duties</li> <li>- Good knowledge in database</li> </ul>

**EMPLOYEE: TEOUMA HOLDINGS LIMITED****February – November 2008**

POSITION	DUTIES & RESPONSIBILITIES
Lands Officer & Administration Officer	<ul style="list-style-type: none"> <li>- Administration duties</li> <li>- VAT Returns</li> <li>- Experience in real estates</li> </ul>

	<ul style="list-style-type: none"> <li>- Experience in sales</li> <li>- Collection &amp; receipting of customers for their rental payments on the Teoumaville rental apartments</li> <li>- Land lease document preparations</li> <li>- Follow up land lease documents at the Lands Department</li> <li>- Closing of Signing with Banks &amp; Clients for Transfer of Lease (Mortgages)</li> <li>- Receipting of money collected</li> <li>- Daily Banking</li> <li>- Filing</li> <li>- Providing excellent customer services – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> <li>- Clerical duties- also assists in receptionist duties</li> </ul>
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**EMPLOYEE: LANDS DEPARTMENT**  
**2003 – 2007**

<b>POSITION</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
Land Lease Execution Officer	<ul style="list-style-type: none"> <li>- Dealing with various land Issues</li> <li>- Dealing with Real estates &amp; clients on land Issues</li> <li>- Administration duties</li> <li>- Preparation &amp; Execution of New Leases, Consents, Transfers, Surrenders etc.....</li> <li>- Process land documents for Ministerial consent</li> <li>- Preparations of Land lease documents</li> <li>- Undertake field surveys, inspections and collection &amp; analysis of data as require and to prepare suitable plans for record purposes</li> <li>- Signing of New Leases, Consents, Transfers, and Surrenders</li> <li>- Consultation Meetings with various stakeholders and local communities and leaders</li> <li>- Travelling out especially to outer Islands for awareness or Consultation meetings</li> <li>- Clerical Duties - also assists in receptionist duties</li> <li>- Filing</li> <li>- Providing excellent customer services – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> </ul>
Lands Tribunal Officer	<ul style="list-style-type: none"> <li>- Attend Land Tribunal hearings with Supervisor</li> <li>- Setting up appointments with each area Council of Chiefs</li> <li>- Consultation Meetings with various communities</li> <li>- Travelling out especially to outer Islands for awareness or Consultation Meetings with various stakeholders and local communities &amp; leaders</li> <li>- Clerical Duties - also assists in receptionist duties</li> <li>- Filing</li> </ul>

	<ul style="list-style-type: none"> <li>- Providing excellent customer services – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> </ul>
Registration Officer	<ul style="list-style-type: none"> <li>- Registration of Land Documents</li> <li>- Dealing with Real Estates &amp; clients on land issues</li> <li>- Filing</li> <li>- Providing excellent customer services – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> </ul>
Land Survey	<ul style="list-style-type: none"> <li>- Data entry of all records of Survey Plans into an Excel Spread sheet for information to be computerized</li> <li>- Updates of Cadastral Maps</li> <li>- Registration of Land Documents</li> <li>- Dealing with Real Estates &amp; clients on Survey Information's</li> <li>- Filing</li> <li>- Providing excellent customer services – answering &amp; assisting clients to their concerns, making sure client is satisfied with the feedback to their quarries.</li> <li>- Clerical Duties- also assists in receptionist duties</li> </ul>

**UNITED NATIONS – ECONOMIC & SOCIAL COMMISSION FOR ASIA & THE PACIFIC**

June – July 2002

<b>POSITION</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
Research Interviewer	<ul style="list-style-type: none"> <li>- Research Project on Social &amp; Planning Issues associated with Squatter settlement development in the Port Vila Area</li> <li>- Field Work- Collection of information required</li> </ul>

**OTHERS**

<b>HOBBIES</b>	Meeting new Friends, reading, and attending Christian Activities
<b>FAVORITE SPORT</b>	Volley Ball

**REFREES**

<b>Mr Clint Flood</b> <b>Brenda Perraux</b>	Chief Executive Officer – CEO Executive Manager Commercial Services Van2017 Phone #: 550200, 550201
<b>Eleanor Kenneth</b>	7772007
<b>Mr Michel Kalworai</b>	Secretary General Shefa Provincial Council Phone #: 22752
<b>Mr Owen Sisi</b>	Shefa Provincial Council Phone #: 7753249
<b>Mrs Clarence Ngwele</b>	Teouma Holdings Limited

	The Manager
<b>Mr Jean Marc Pierre</b>	Director Of Lands, Survey & Registration Phone#: 22892
<b>Alastair Wilkinson</b>	Regional Adviser on Social Development and Planning ESCAP/ POC Phone#: 23458