**CURRICULUM VITAE**

1. **Personal Details**

**Name:** Kethy Noah

**Date of Birth:** 10th March, 1985

**Province:** Tafea

**Island:** Tanna

**Residential Address:** Port Vila

**Marital** **Status:** Married

**Telephone:** 7633698

**E-Mail:** noahkathy706@gmail.com

1. **Educational Background**

2021 -2012 --- University of the south Pacific (Ongoing)

2017 – 2016 ---Cambridge International College (Correspondent course)

2011 – 2010 -

* Hawks Law (Short Course)
* Vanuatu Chamber of Commerce
* Vanuatu Institute of Technology
* Edwards computer Foundation
* National Tourism Development Office (Short Course)

1. **Educational Achievements**

2016 – 2017: Diploma in Business Book keeping & Accounts

2012 – 2015: Introduction to Financial Management Certificate

2010 - 2012: Business Finance certificate

* Front Office Operation certificate
* Microsoft Excel Level 2 Certificate
* Front Office Certificate

1. **Employment History & Work Experience**

**October – December 10th 2021 – SISTA COMMITTEE**

* Part -time finance officer
* Accounts duties: data entries, bank reconciliation, Petty cash handling, Payroll and other finance tasks

**July – December 2021- Arise Business Advancement Services**

* Finance Consultancy Assistant:
* Setting finance system
* Training Finance officer with data entries and procedures

**December 2020 – Barrett & Partners**

* Assist with auditing
* Preparing of client files for auditing
* Filings
* Printing reports from MYOB System

**2012 – 2020: School Bursar – Central School**

* Accounts Duties include; Invoicing Tuition Fees for over 1000 students, accounts Payable, Payroll, Banking, Petty Cash Handling, Bank reconciliation, VNPF payment,
* Advise Parents or Guidance as per school fees and Levy policies and explained condition of Payment plan for fees
* Accounts Payable – Receiving invoice from supplier and making sure to arrange for payment before the due date
* Payroll – I processed the Ancillary Staff salaries every fortnight and teachers by the end of school terms
* Reconciled school Bank accounts with MYOB
* I handle, reconcile and reimburse petty cash
* I calculate and arrange VNPF monthly payment for ancillary staff and update Severance provision for ancillary staff
* Assisting in administration duties such as answering phones, customer services, fillings, students &staff data entry record and assisting with school stationeries order.
* I communicate with customs Agent on the process for clearing of importedschool resources and school uniforms and arrange for payments.

**2011: Accounts & Administration Officer Discount Hardware Shop, Port Vila**

* Petty Cash handling, reconciling and reimbursing
* Bank account reconciliation with MYOB and processing Payroll every fortnight
* I check and recount new stock and then do the entry into Retail Manager System and send confirmation to supplier on goods condition
* I calculate and balance off day sales by the end of each day
* Received invoice for goods from Local supplier and arrange for payment,
* I do regular Banking for safety of cash
* As cashier I received and do electronic Receipt of payment made either cash or cheque from retail manager system
* I supervised stock taking by the end f every month and report to manager for any discrepancies
* Administration Duties includes; customer service trough phone calls or emails
* I advice customers on goods quality and proposed price ranch for a discount when big quantity is demanded
* My boss entrust me and give the authority for me to be the company bank cheque account signatory
* I communicate and process all necessary documents to Customs agent for clearing goods and arrange for delivery to the business site.
* I arrange for reservation for my Boss’s accommodation for his business travelling.
* I arrange for advertisement trough social media for big day sales and new arrival of stock
* Create Quotation on goods for interested customer

**2009-2010- -Lagoon Beach Resort/Erakor Island Resort**

* Accounts Payable, Receiving invoice of goods from suppliers and arranging for payment
* I reconcile bank account statement regularly with MYOB
* I handle petty cash and reimburse for daily spending of the business
* I processed all staff salaries every fortnight
* I invoice in house guests and received and receipt payment from guest either cash or credit card on their check out
* I am making sure Banking is done regularly for precaution of theft
* I also do Guest Relation, welcoming new guest and do orientation and give information on tour operators and its activities suggest tours and activities that suits their interest. I attend to quest query and respond accordingly
* I did some Reservation by communicating with customer via emails or phone calls and respond with rates that will comply with the yearly season’srates.
* I arrange for special events such as cultural night, Melanesian feast night, and booked restaurant for in house guest dinner out.
* I accompany guest to offshore island for the day out activity
* I arrange warrior dancers for wedding ceremony upon guest request

**E. Personal Interest/Hobbies**

* Reading Books
* SDA Pathfinder Club Teacher
* Fresh Wind SDA church assistant Treasurer
* Church Clerk
* Pathfinder Club Treasurer
* Sabbath School Teacher
* Interest with community Development