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|  | **🞂Stephanie Qwea**  **No.2 Wallis Area**  **Phone: 7761763/5275011**  **E-mail: stephanq66@gmail.com** |

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|  | Objectives  To Obtain an entry level position in Finance (Accounting), allowing me to utilize my education experience and to serve your organization at the best of my ability.  Education   * Vanuatu Institute of Technology - Certificate 1 in Business (Administration Services) August 2017 – June 2018 * Vanuatu Institute of Technology - Certificate 11 in Business (Administration Services) August 2018 – June 2019 * ORCBDS - Certificate of Attendance in Business Idea Generation & Planning & Marketing Plan. 02nd – 15th April, 2019 * Certificate IV in Finance (Accounting) Jan – Nov 2021   Experience    Attachments:   * Department of Customs and Inland Revenue (Value Added Tax Office) 1 month of July 2018 * Processing of VAT returns * Filings * Assisting customers * Reserve Bank of Vanuatu, Corporate Service Department. 03 – 14 December 2018 * Receptionist of the Bank * Vanuatu Institute of Public Administration and Management of the Public Service Commission (VIPAM). 17th – 28th June 2019 * Two Days Induction Program 13th – 14th June 2019 * Practical Work Attachment * Vanuatu National Statistics Office (VNSO). 2 Months from Nov – Dec 2020 * 2020 National Population and Housing Census   Skills   * Basic Knowledge of Microsoft Office: (Word, Excel & PowerPoint) * Time Management * Communicating effectively with customers * Languages: Bishlama, English & understands French. |

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