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

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|  | ObjectivesTo 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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