ZINDY KALSAL

**Address:** Erakor Village **Email:** kalsalzindy@gmail.com **Tel:** 7309312/5050649 **DOB:** 24 Mar 2002

**Objective:** A young Professional with a punctual and well discipline to the task as assigned to as an employee. I am suited to work in an administrative work environment or relating to customers relations.

**Employment:**

**Company Name: Office of the Maritime Regulations (Intern) - 23 March 2021 to 30 April 2021**

**Roles/Responsibilities**

* Data Collection
* Ship Inspection
* Filling
* Photocopy and scanning

**Company Name: Public Service Commission (Intern) – 09 Nov 2020 to Feb 2021**

**Roles/ Responsibilities:**

* Restructuring
* Filling
* Serving Clients
* Answering Phone calls
* Registering incoming Mails
* Salary Scale
* Data Entry

**Educational Background:**

**Educational Institution Year Certificate Attained**

Epauto Senior Secondary School 2017-2018 Year 12 Leaving Certificate

Ifira Bilingual School 2016 Year 10 leaving Certificate

Vila North Junior Secondary School 2007-2015 Year 8 Leaving Certificate

**Training Course:**

**Training Institution Course Year of Completion**

Youth Challenge Vanuatu Life skills Training 2019

 Communication 2019

 Job Seeking 2020

 Computer Training 2020

 Money Minded 2021

Edwards Institute of Technology Basic Special Package 2020

**Language:**

English Read, Write and speak fluently

French Read, Write and speak very little

Bislama Read, Write and speak fluently

**Additional skills**

 I am very good with the computer programs in particular MS Word, Publisher and excel.

**References:**

Mr Kembro Manderson

Acting Maritime Regulator

Office of the Maritime Regulations

PO BOX 6449

Port Vila

Tel: 35440

Email: enquiries@omr.vu

Mrs Liah John Kaltoi

Principal Organizational Performance Audit and Evaluation Officer

Public service commission

PMB 9017

Port Vila

Tel: 33360/ 3498

Email: lkaltoi@vanuatu.gov.vu

Anneth Charley Vira

Youth Centre services coordinator

Youth challenge Vanuatu

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