

CURRICULUM VITAE

Nonnie Sewere

Contacts address

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PERSONAL PROFILE

Surname: Sewere

Given Name: Nonnie

Date of Birth: 19th June, 1990

Place of Birth: Vila Central Hospital, Port Vila, Efate

Island: Malekula

Nationality: Ni-Vanuatu

Marital Status: Engage

OBJECTIF: Able to do any task in your company

Education

From – To Course Institution Name

2011 Preliminary Course in Science University of the south pacific

(USP) From – To Secondary Institution Name

2002 - 2007 Yr 7 – Yr 12 Tebakor College

From – To Primary Institution Name

1996 - 2001 Yr 1 – Yr 6 Anamburu Primary school

Achievements

From –To Primary Institution Name

February – March 2005

1 – Level 1 in Book keeping and accounts

25th March 2013 – 29th March 2013

2 – Westpac 1st step in Business Certificate

Work Experience

Vila Duty Free Gift Shop (Sales person/ Cashier)

From – To 2009 – 2010

Duties

- Serving Customers
- Answering phone calls
- Stock take
- Helping in the Cashier
- Preparing Wages
- Clean the office

Joe-Jet Ski Hire (Guest Relation)

From – To 2013

Duties

- Dealing with customers
- Taking forward booking
- Answering phone calls
- Doing banking
- Preparing wages
- Clean the office

Off- Road Adventure (Administrative Officer)

From – To 2016 - 2018

Duties

- Welcome and greet customers
- Answering phones calls and replying to emails
- Doing filling
- Taking forward booking for guest
- Doing account (reconciliation, Vat return, banking and wages)
- Taking appointments
- Stocktaking
- Doing financial reports
- Clean the office

Techno Bois Deco (Receptionist / Assistants accounts) From – To 2019 - 2021

Duties

- Welcome and greet customers
- Answering phones calls and replying to emails
- Doing filling
- Taking forward booking for guest
- Doing account (reconciliation, Vat return, banking and wages) -taking appointments
- Stocktaking
- Doing financial reports
- Clean the office

Referees

- 1 – Vila Duty Free Gift Shop
- 2 – Joe Jet-Ski Hire – 5927101
- 3 – Mr Frank Kingston-Off-Road Adventures – 7742446/25479; Email: offroadadventure@vanuatu.com.vu

4 – David Girardeau- Techno Bois Deco- 27476

Email: technoboisdeco@vanuatu.com.vu

Hobbies and Interests

➤ Readings

- Listening to Music
- Watching Movies