

# CURRICULUM VITAE

**Name:** Sembu Evelyn Baleng Tete

**Gender:** Female

**Date of birth:** 11<sup>th</sup> May 1987

**Marital status:** Single

**Mobile #:** 5432434

## Educational background

- **Secondary school** – Malapoa college year 11-12  
-Matevulu college year 7-10
- **Primary school** – Bulemap primary school class 4-6  
-Baia church school class 0-3

## Courses and Trainings

- **Management and book keeping** -By NBV manager
- **Business management and accounting** –By Tvet and cooperative
- **Transparency** – By Transparency Vanuatu
- **Communication Skills in Microsoft** – Central School
- **Financial literacy in Excel** - at Central school
- **Entrepreneurship** – at central school (not yet complete)

## Work Experience

### **Loli Business Enterprise- (Timber & Furniture)**

- Preparing new order for timber and payments
- Advertising new product for furniture
- Selling of new products
- Buying new material needed in the workshop
- Preparing financial report
- Do the banking
- Reconciling of cheques

### **Shop manager** - Selling of goods

- Marking up of goods

- Balance sheet
- Profit and loss statement
- Financial report
- Serving customers

**Malapoa College – Serving students at the stationery shop**

- Fillings of student's file
- Keeping records of stationery sales
- Photocopying for staffs and students
- Keeping records as secretary and answering the office phone

**Church background-2007 to 2009: youth leader**

- 2010: church treasurer
- 2016: church secretary or clerk

## **Skills and Abilities**

- Contribute confidently in group discussion
- Determine and trustworthy
- Reliable
- Fast learner and flexible
- People's person and hardworking
- Very organise
- Sportive

**Language –English-** understand well, read well n write well

**Bislama-**understand well, read well n write well

**French-**understand a little pit.

## **Interest and hobbies**

- Helping people
- Learning new things
- Serving customers
- Playing sports
- Enjoy going to church and be part of a youth group
- Reading
- Listening to music

## **References/certificates**

- Malapoa college reference and year 12 certificate
- Pastor's reference
- Business and accounts certificate
- Transparency certificate
- My father's reference for the shop manager
- Loli business enterprise reference