

CURRICULUM VITAE

Surname: JEUBANI

Given Names: Vanessa

Date of Birth: 12th February 1990

Home Island: Malo

Province: Sanma

Religion: Seventh Day Adventist

EDUCATIONAL BACKGROUND

2010 – 2011	VANUATU INSTITUTE OF TECHNOLOGY
2008 – 2009	VANUATU INSTITUTE OF TECHNOLOGY
2007	TVET Sector Strengthening Program - Basic Business Management & Basic Business
2006	Bului Educational Service & Training
2005	Santo East Junior Secondary School
1996 - 2002	Nanuhu Primary School

ACHIEVEMENTS – Certificates / Awards

2011	Certificate 3 in Financial Management & Accounting
2009	Certificate in Office Administration & Basic Accounting
2007	Certificate of Participation - TVET Sector Strengthening Program
2006	Certificate in Advanced Level 1 in Computing Microsoft Office Basic Microsoft office Basics & Keyboarding skills.
2005	Year 10 Certificate
2002	Year 6 Leaving Certificate

WORKING EXPERIENCES

2019 – 2021	Company Services Limited
2018 – 2019	MG Cocomo Resort
2011 – 2017	Vanuatu Financial Services Commission
2009	Public Service Commission – Government of Vanuatu
2007:	New Look Shop

SKILLS

- Computer
- Keyboarding
- Management
- Writing
- Communication
- Teamwork

REFERENCES

Mrs. Bethelyn Walau
Office Manager
Company House
Rue Bouganville Street
PMB 9023
Phone: (+678) 22247

Mr. Roy Macdonald
Director Company Services Limited
Mobile: (+678 7747123)

HOBBIES AND RECREATIONAL ACTIVITIES

READING	Anything that catches my interest
LISTENING TO MUSIC	Easy Listening Music
GARDENING	Tending our Flowers at home
COOKING	Help prepare meals especially new recipes
PLAYING NETBALL	Very keen netball player

CONTACT DETAILS

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