**Jimmy Koapa**

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Objectives: Seeking a company to increase work experience and education to help company meet organization needs and goals.

**Employment:**

Packer

**Au Bon Marche**  2012

* Responsible of French product
* Stock take
* Stock in every Au Bon Marche outlet
* Provide serice in wines testing

Accounting

**Vanuatu Agriculture Development Bank**  2014

* Process incoming and outgoing correspondence phone triage
* Cash rconciliation & banking
* Create and maintain database including receiving registration and managing database for new loan
* Monitoring customers on investment locations
* Check and put into process new loan
* Marketin

Curator

**Vanatu Cultural Centre**  2015

* Help out inventory
* Working on the museum database cataloging objects on the database
* Arranging exhibitions at the national museum gallery
* Assist the cultural Centre staff in other task

Teller

**Bank South Pacific** 2018-2020

* Foreign & vatu exchange
* Customer service assistant
* Assist in everywhere banking
* ATM custodian
* Pins custodian

**Education:**

Year 10 Certificate 2009

College of Montmartre.

Year 12 Certificate 2011

Lycee of Montmartre

Certificate of Accounting 2014

Vanuatu Institute of Technology

Certificate of Arts and Culture 2016

Indonesia

Certificate of Green Tourism 2016

Indonesia

**Training Courses:**

Westpac Financial Literacy 2015

Ready for work Program

Youth Challenge Vanuatu 2015

* Life skills training
* Leadership skills training
* Computer skills training

**Language:**

* Fluent in Bislama
* Fluent in French
* Fluent in English

**References:**

FABIENNE Yersin

Wine & Delicatessen supervisor

Tel: (678) 774990

MALTOCK Albert

Finance, Administration & HR

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Tel: (678) 23140

KAITIP Kami

Curator

Tel: (678) 26590

DOLORES Charlie

Manager

[DCharlie@bsp.com.pg](mailto:DCharlie@bsp.com.pg)

Tel: (678) 88903