**CV**

**About Me:**

I am a confident, dependable and hardworking person on track for job requirement. My studies have provided me with a strong foundation in business including an understanding of management principal. I have Four years of experience which has enable me to develop good customer services, communication, team working skills and willing to learn new things daily.

**Name:** Serah Katherine L John

**Adress:** Pango village, Efate

**DOB:** 17/02/1998

**Contact:** 7604649/5002407

**Email:** [serahjohn098@gmail.com](mailto:serahjohn098@gmail.com)

**Work Experience:**

**Nasama Resort Nov 2017 – Feb 2018**

**(Job Attachment) – Accounts Assistance**

* Filing
* Data Entry
* Scan
* Banking
* Bookkeeping
* Experience in MYOB
* Experience in Microsoft word and excel

**Capitol FM107 Dec 2018 – Currently**

**Accounts payable officer**

* Experience in Xero
* Experience in Microsoft word, excel and outlook
* Payables – invoices to customers
* Data Entry & filing
* File VAT
* Banking
* Prepare reports to management
* Bookkeeping
* Assist Customers
* Daily tracking of reports

**Education:**

**Tebakor College Nov 2015 –** Leaving certificate

**Epi High School Nov 2017 -** Leaving certificate

**Central School Nov 2018 –** leaving certificate

**Additional Skills:**

* Confident
* Dependable
* Trustworthy
* Good communication
* Teamwork
* Flexibility
* Honest
* Adaptability
* Ability to work under stress
* Take initiative to do things

**Additional Achievement:**

* Yr11 2nd in accounting (2016)
* Yr12 1st in accounting (2017)
* Yr12 2nd in development studies (2017)
* Outstanding performance (2017)

**Reference:**

**Madeleine kalotiti – former accountant, Nasama Resort 33961**

**Mr Masu Arnold Vocor, Deputy principal central school**

**23122**

**Carina rint – RCJ consultancy services 5552837**