# CIRICULUM VITAE

**SHALYNNE ROBYNNA VUVUT**

**Career Objective:** To pursue a challenging career in a growth oriented organization where I can exhibit my skills in the organization and thereby build my career.



1. PERSONAL DETAILS

Date of Birth : 26-03-1991

Gender : Female

Marital Status : Single

Religion : Christianity

Home Province : East New Britain Province

Place of Residence : Port Moresby City

Address : P. O. Box 1499, Vision City, Waigani

Telephone : 74374149/72617889

1. EDUCATIONAL BACKGROUND

YEAR INSTITUTION

2011 -2012 Grade 11 -12 Salvation Army Secondary School

2009 Grade 10 Gerehu Secondary School

2008 Grade 9 Kokopo Secondary School

2002 -2007 Grade 3 - 8 Tavui Primary School

1. ACHIEVEMENTS

YEAR INSTITUTION

2017 Certificate Work Priorities & Time Management PNG Institute of Management Ltd

2013 Certificate in Accounting International Training Institute (Pom)

2012 Certificate in Tourism & Hospitality Salvation Army Secondary School

2012 Higher School Certificate Salvation Army Secondary School

2009 High School Certificate Gerehu Secondary School

2007 Primary Education Certificate Tavui Primary School

1. ATTACHMENT & WORK EXPERIENCE

**Year Organization** **Position**

2013 B.C Enterprises Ltd Data Entry Operator (Part-time)

2014 B.C Enterprises Ltd Data Entry Operator (Full-Time)

2015 B.C Enterprises Ltd  Data Entry Operator (Full-Time)

2016 B.C Enterprises Ltd Data Entry Operator (Full-Time)

2017 B.C Enterprises Ltd Data Entry Operator (Full-Time)

**Data Entry Operator**

**Responsibilities:**

 Bank Reconciliation Wages Reconciliation

 Data Entry Cash Book in Quicken Program

 Faxing & Filling GST Reconciliation

Registration of Correspondence & Other general administration Duties

Cash Book in Reckon Accounts Home & Business Program

**Computer Literate**

Microsoft Word & Excel

 Quicken & Home Business Program (Accounting software)

Reckon Accounts Home & Business (Accounting software)

Solution 6 (Accounting software)

1. HOBBIES/INTERESTS

Playing Soccer, reading, cooking and learning new things

1. REFEREES

Mr. Sivanathan Sivaruban (Director Of Studies)

International Training Institute (Pom)

Mr. Bill Jackson

Managing Director

B.C Enterprises Ltd

P. O. Box 209, Konedobu,

NCD, POM

Mr. Peter Impey (Accountant)

B.C Enterprises Ltd

P. O. Box 209, Konedobu,

NCD, POM

Mr. Raho Hebore (Accountant)

B.C Enterprises Ltd

P. O. Box 209, Konedobu,

NCD, POM