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**CURRICULUM VITAE**

**DOKONA NORAH AMINI**

**CV for Ms Dokona N. Amini containing Personal Details, Interests, Educational Background, Computer Literacy, Job Experience and Referee’s Contact Details.**

**CONTACT DETAILS:**

**DOKONA NORAH AMINI**

C/ -Jonah Si

P.O BOX 6763

Boroko, NCD

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**Email:** dnorah.amini18@gmail.com

**CURRENT OCCUPATION:**

Student – Diploma in Accounting (Port Moresby Business College)

**INTERESTS:**

Keeping up-to date with news, Politics, Reading, Spending time with family, meeting new people and learning new things.

**EDUCATIONAL BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| Year of study | School/Institution | Qualification |
| 2020 - 20212017 -2018 | Port Moresby Business College – First YearPapua University of Technology – First & Second Year | Diploma in Business Information TechnologyBachelor in Mineral Process Engineering |
| 2016 | Jubilee Catholic Secondary School | Grade 12 Certificate |
|  2014 | Jubilee Catholic Secondary School | Grade 10 Certificate |
|  |  |  |

**COMPUTER LITERACY:**

* Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, Publisher, Access)
* Advance Visual Basic
* Blitsmax Computer Programming
* Basic Computer functions and applications

**JOB EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| *Date* | *Company & Title* | *Job Description* |
| 2018  | Au Pair Australia | The au pair has different responsibilities according to the host family needs. The main task is to take care of children and keep them company. As a temporary family member, I was also expected to participate in light housework, for example, folding the children's clothes and cleaning their rooms.  |

**REFERENCES:**

1. **Dr Goru Hane Nou**

Senior Humanities and Social Science Lecturer

University of Papua New Guinea

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1. **Mr. Mokulabeta**

Accounting Lecturer

 Port Moresby Business College

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1. **Ms. Anja Mari Geno**

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