**CURRICULUM VITAE: Gladys Gule**

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**Personal Details**

Name: Gladys Gule

Gender: Female

Marital Status: Single

Date of Birth: 18/10/1994 (22years)

Origin: Ma

**Contact Details**

Postal Address: Gladys Gule

P O Box 276

University of Papua New Guinea

**WAIGANI**

Phone Number: 7377 9379

Email:gggule94@gmail.com

**CAREER OBJECTIVES**

* To be a team player and take up challenging roles in business management practice with professionals and competitive environment that provides opportunity for career development and advancement.
* To perform according to the organization standards and produce the quality output that contributes to the organization goals and objectives.
* Be an innovative and vibrant payer in the organization.
* To pursue and develop by career professionally in the organization.

**Employment**

Senior Receptionist/Client service officer for City Specialists Medical Centre

Accounts Officer for City Specialists Medical Centre

**Education**

**INTERNATIONAL TRAINING INSTITUTE-2015**

Diploma in Accounting –Certificate

Diploma in Accounting-Transcript

**PORT MORESBY INSTITUTE OF MATRICULATION STUDIES-2014**

Advance Maths Transcript

Applied English Transcript

History of Science & Technology Transcript

**MERCY SECONDRY SCHOOL- 2010 - 2013**

Grade 12 Certificate

Grade 10 Certificate

**Skills**

MYOB

Computing (Excel, Microsoft word)

Good time management skills

Good interpersonal skills

Hard working

Very responsible, dedicated and committed in team work

**Referees**

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| NAME | TITLE | CONTACT DETAILS |
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| Mr Sivanthan Sivaruban | Director Studies and Distance Education(letter still in process) | International Training InstituteP. O .Box 6322Boroko, NCDPhone:320 2800 |