**CURRICULUM VITAE**

*Ms. Ruth. Ravu*

PERSONAL DETAILS

NAME:. Ruth. JoAnn. Ravu

DOB: 09th August 1992

AGE: 29years

GENDER: Female

STATUS: Single Parent (2 Kids)

HOME PROVINCE: Central/Gulf (Hula/Kerema) mix parentage

RELIGION:. Christian

EDUCATION BACKGROUND

2006- Wardship Primary school grade (8)

2007 to 2008- Tokarara High school grade (10)

2009- PSTC training college. Certificate in Tourism and Hospitality

Hobbies

Reading

Learning new things from different places and difference people

Meeting or Socializing with people form different cultures, different level and different backgrounds.

Traveling

Objective

I aim to make a difference or be a difference in my surroundings, my work or with the people I deal with on a daily basis. To have patience and understanding. To work hard and achieve something in life and also be a role model to my children as a parent.

Work Experience

**2011-Inkguy Limited**

Worked as an Admin Assistant. Assisting in both office and counter sales and customer service

(short term employment)

**2013- HolidayInn**

Worked with the Front office team. Attending to clients and guest from all over the world, from different cultures and backgrounds. Customer service. Maintaining of the Front Desk and Switchboard operations.

(short term employment)

**2014- The National Newspaper**

Worked as an Marketing Assist for Ms Veronica Marshall.

(short term employment)

**2015- Kone Development t/a SVS group of companies**

Worked as the Receptionist, assisting the customer and clients, taking care of the switchboard, filling, taking care of all incoming and outgoing mail. Maintaining the reception area, preparation of conference or meeting room and assisting in payroll. Experience in MS Word, Email. Experience in Photocopy, Print, Scan, Laminate.

**2018 to 2020- BNBM Home Center Pom**

Worked as a Receptionist for the past 2years. Switchboard operator, customer service, attending to clients at the reception area, Scheduling meetings, taking messages when needed or necessary. Taking care of the incoming and outgoing mail to the right person. Maintaining of the reception area, filling, assistant sales with quote emails, banking, assisting shipped clerk. Taking care of office supplies stock, Printing, photocopy, Scanning, laminate, and liaise with the cleaning Lady to ensure office and common area is clean and cleaning detergents are up to date. Assisting with the fleet management

**Referees**

**Holiday Inn**

Front Office Manageress

Ms Olive Kupp

303 2000

**Kone Development t/a SVS group of companies**

Office Manageress

Ms Maryanne Aisi

311 2399

Note: I missed placed my reference and due to time I couldn’t find it. But please contact above mentioned for confirmation.

**BNBM Home Center POM**

HR Officer

Ms Nathalie Banda

3251135