|  |  |
| --- | --- |
|  | SHERLIN PRATISHMA DEVI GOUNDER |
| 3/3/2014 |  |
| C:\Users\user\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\family pic.jpg | 23 Dunstan Street, Nausori, Fiji. 679-8607775 goundershelly@gmail.com |

|  |  |
| --- | --- |
|  | Objectives  Provide best service to those I serve.  Contribute towards the betterment of society by applying the knowledge and skills I have gained and continue to gain.  Education  Jasper Williams Primary and High School  1984 - 1995  Fiji School Leaving Certificate - 318/400  Fiji Institute of Technology(FNU now)  1996 - 1998  Diploma in Business Accounting  CBA Accounting Package Certification  January 2000  Certificate in Accounts Receivable, Accounts Payable, Cash book, Ledger  Atlantic and Pacific Packaging Company Limited  April 2000  OHS Awareness Training  Fiji National Training Council(FNU now)  June 2000  Telephonist/Receptionist Stage 1 Certificate  Academy for Creating Enterprise  Sept to November 2010  Trained to become an Entrepreneur  experience  Manager | Desseret Creations Internet Shop  May 2013 - Nov 2014  Assign PC’s to clients, Guide them in using computers, Type projects, Do research, printing, scanning, emailing for clients.  Translation Contractor | Church of Jesus Christ of Latter-Day Saints  Feb 2007 - Current  Translate, Review, Proof read conference and monthly messages for the church on part-time basis. Attend their trainings.  Computer Operator/Accounts Petroleum & Gas Company-Blue Gas  Dec 1998 to June 2001  Missionary | LDS Church  July 2001 - Dec 2002  Receptionist | Sugarcane Growers Council  Sept 1998 - Nov 1998  Accounts Clerk| Petroleum & Gas Company Ltd  Nov 1996 - February 1998  skills   * Mastery of Microsoft Office programs * Experience with CBA Accounting System * Valid Group 2 Driving Licence * Proficient with English and Hindi Language * Creative Thinker * Cooperative * Adaptable to situations * Hardworking |
|  |  |