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|  | 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.679-8607775goundershelly@gmail.com |

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|  | ObjectivesProvide 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.EducationJasper Williams Primary and High School1984 - 1995Fiji School Leaving Certificate - 318/400Fiji Institute of Technology(FNU now)1996 - 1998Diploma in Business AccountingCBA Accounting Package CertificationJanuary 2000Certificate in Accounts Receivable, Accounts Payable, Cash book, LedgerAtlantic and Pacific Packaging Company Limited April 2000OHS Awareness TrainingFiji National Training Council(FNU now) June 2000Telephonist/Receptionist Stage 1 CertificateAcademy for Creating Enterprise Sept to November 2010Trained to become an EntrepreneurexperienceManager | Desseret Creations Internet ShopMay 2013 - Nov 2014Assign 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 SaintsFeb 2007 - CurrentTranslate, 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 2001Missionary | LDS ChurchJuly 2001 - Dec 2002Receptionist | Sugarcane Growers CouncilSept 1998 - Nov 1998Accounts Clerk| Petroleum & Gas Company LtdNov 1996 - February 1998skills* 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
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