

NANITA GOUNDAR

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EDUCATION:	Present	American Hotel & Lodging Association Diploma in Hospitality Management
	2007	Fiji Red Cross Society <ul style="list-style-type: none">• Mind That Child• First Aid & CPR
	2005-2006	Training & Productivity Authority of Fiji <ul style="list-style-type: none">• Meet & Greet at Airport• Fidelio• Managing Customer Service• Front Office Services
	2002	NZPTC <ul style="list-style-type: none">• Advance Certificate – MYOB• Certificate-Microsoft Access, Excel, Works, DOS, & Windows
	2002	Training & Productivity Authority of Fiji <ul style="list-style-type: none">• Certificate – Inventory Management
	1997	Holy Family Secondary Sch. <ul style="list-style-type: none">• Fiji School Leaving Certificate
	1996	Pitman Qualification <ul style="list-style-type: none">• Word Processing
	1994	Batinikama Junior Secondary School <ul style="list-style-type: none">• Fiji Junior Examination
	1992	Batinikama Junior Secondary School <ul style="list-style-type: none">• Fiji Eighth Year Examination
WORK HISTORY:	2006 to Present	TISI Sangam Clerk/Typist/Secretary
	1/12/2006 - 08/2006	Labasa Sangam Primary School Clerical Officer/Typist
	11/2004-12/2005	The Pearl Resort & Golf Course Front Desk Attendant
	4/2000 – 10/2004	Dr. Pradeep Singh Receptionist/Accounts Clerk
	9/1998 – 4/2000	Unique Apparels Ltd Office Assistant

WORK SKILLS: Computer Skills, Filing System, Answering Telephone – Switch Board System, Preparation of Wages and FNPF, Data Recording, Accounts payable, Accounts receivable, Public Relation, and Book Keeping.

VOLUNTARY WORK: - 2000 till to-date-Sangam Temple, Labasa Red Cross

ACHIEVEMENTS: Group 2 Driving License, Sat Sai Organization – Bal Vikas Certificate, Gods Grace Be with You Certificate, FCOSS Membership, First Aid & CPR certification, American Hotel & Lodging Association Member.

REFERENCES:

Dr. Pradeep Singh
Proprietor
Dr. Pradeep Singh Surgery
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Mr. Lognathan Ramanna
Head Teacher
Labasa Sangam Primary School
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Mr. Rama
Office Manager
Then India Sanmarga Ikya Sangam
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