

Resume

VaidikaVandhana Kiran

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Nationality: Fijian

Contact: +6402108284358

Location: Tauranga

Work Visa for 2 years

Career Objective

Results Driven, Dedicated and Goal Oriented

- I am seeking employment with a company where I can grow professionally and personally.
- I seek challenging opportunities where I can fully use my skills for the success of the organization.
- I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.
- I want to excel in this field with hard work, perseverance and dedication.
- I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.
- I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Work Experience

- **Organization:** Ministry of Education Fiji
Position: Assistant Teacher (TPF:88166) (Secondary school for Year 9,10,12)
Duration: 2016-present

Job Specification

- preparing and delivering lessons to a range of classes of different ages and abilities;
- marking work, giving appropriate feedback and maintaining records of pupils' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;

- selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards;
- preparing pupils for qualifications and external examinations;
- managing pupil behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;
- Communicating with parents and careers over pupils' progress and participating in departmental meetings, parents' evenings and whole school training events.

2. Organization: Vodafone Fiji

Position: Casual Employee-Labasa

Duration: 1st December 2015-2017

Job Specification

- Educate the customers on the Pick 6 promotion and sell the tickets.
- Resolve customers' issues such as internet connection problems date and time settings.
- Educate the customers on the recent promotion of Vodafone such recharge.
- Contributes to team effort by accomplishing related results as needed

3. Organization: Ministry of Education

Position: Reliving Teacher

Duration: (30th September -27th November-2015)

Job Specification

- Help colleagues by sharing instructional resources. These included Web sites, instructional materials, readings, or other resources to use with students. Share such professional resources as articles, books, lesson or unit plans, and assessment tools.
- Help colleagues implement effective teaching strategies.
- marking work, giving appropriate feedback and maintaining records of pupils' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;

- selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;

4. **Organization:** University of the South Pacific

Position: Trainee Teacher (Secondary school for form 3,5,7)

Duration: 5 months-2014

Job Specification

- preparing and delivering lessons to a range of classes of different ages and abilities;
- marking work, giving appropriate feedback and maintaining records of pupils' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards;
- preparing pupils for qualifications and external examinations;
- managing pupil behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;
- Communicating with parents and careers over pupils' progress and participating in departmental meetings, parents' evenings and whole school training events.

5. **Organization:** Vodafone Fiji

Position: Sales Representative (MHCC/Triangle)

Duration: 2013-2014 (during USP semester breaks)

Job Specification

- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

- Maintains professional and technical knowledge by attending workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

6. **Organization:** The Fiji Times

Position: Office Assistant

Duration: 1 month-2012

Job Specification

- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- Maintains office schedule by picking-up and delivering items using automobile.
- Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Education

Year	Institution	Award
2012-2015	University of the South Pacific	Bachelors of Science Majoring in Biology and Food and Nutrition
2007-2009	Labasa Muslim College	Fiji Form Seventh Examination
2006	Saint Augustine's Public School	Fiji Eight Year Examination

Skills

1. Personal

- Excellent communication skills, developed through experience in Sales Organization
- Highly critical thinker with effective researching skills proven through education in University of the South Pacific
- Interpersonal and relationship building skills proven through work experience

Other Achievement

Year 2008

- Certificate of Participation: School Prefect at Labasa Muslim College
- Certificate of Passing and Completion in Advance Divisional National Chemistry Quiz
- Certificate of Achievement in Biology
- Fiji Form Seventh Examination (224/400)

Year 2007

- Certificate of Passing and Completion Senior National Chemistry Quiz
- Passed Fiji School Leaving Certificate Examinations

Year 2005

- Certificate of Participation Fiji Mathematics Association
- Passed Fiji Junior Certificate Examinations

Referees

1. Dr Jimaima Lako

Lecturer at Faculty of Biological, Chemical and Environmental Sciences

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2. ShobhnaKiran

PayrollTeam Leader

University of the South Pacific,Laucala.

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3. Nilesh Singh

Retail Manager

Vodafone Fiji Limited

M: 9998101

4. Clyde Smith

Retail Manager Labasa

Vodafone Fiji Limited

M: 9998234

5. Ronil Anuj

Retail Manager Triangle

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