

# Ms Salele 'I Vailahi Hola 'Oliveti

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## Curriculum Vitae

### Objective

- To share the passion and pride in offering quality work in everything I do. Work as a team and build up a team environment and striving for success, care for and respect our working environment in a more efficient and effective way.
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### Qualifications

2019 to date	Victoria University of Wellington	Wellington, NZ
•	Master of Public Management [currently studying]	
2004	Victoria University of Wellington	Wellington, NZ
2002-2003	Nelson Marlborough Institute of Technology	Nelson, NZ
•	Bachelor of Commerce and Administration (Marketing) and 1 more paper to complete Information System Major	
2000-2001	Tupou Institute of Technology (in collaboration with Whitireia Community Polytechnic)	Nuku'alofa ,Tonga Wellington,NZ
•	NZ Diploma in Business	
•	NZ Diploma in Marketing	
1999	Tonga High National Form 7	Nuku'alofa, Tonga
•	NZ Bursary and University Entrance	
1998	'Api Fo'ou College	Nuku'alofa, Tonga
•	Pacific Senior Secondary Certificate (PSSC) Certificate in English, Mathematics, Accounting, Economic and Geography	
1997	'Api Fo'ou College	Nuku'alofa, Tonga
•	Tonga School Certificate (TSC) Certificate in English, Mathematics, Accounting, English, Tongan and Economic	
1993/94/95/96/97/98		

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### Work History

✓ **Asset Manager**      2010-to date      **Ministry of Health ,Government of Tonga**

### Key Responsibilities

- Maintain and Update record of all the Ministry of Health assets including furniture, equipments and capital assets
- Ensure a Preventative Maintenance Program is in place for all equipments including Capital

#### Assets

- Coordinate, monitor and ensure that all procurements are inline with Government Standing Procurement Policies(GSP) including drugs and medical supplies
- Coordinate a disposal program for all Redundant and Obsolete Equipments according to Government Standing Policy
- Conduct an Annual Asset Audits and Valuation
- Maintain the Ministry central database
- Coordinate and Monitor the performance of external contracts
- Oversee all land lease arrangements and payments
- Responsible for preparation of the Annual Procurement Plan
- Responsible for preparation of the Annual Management Plan for the Unit
- Responsible for preparation of the Staff Proposals/Training Needs of the Unit
- Organize a weekly meeting for the Unit
- Organize a monthly meeting for the Facilities and Equipment Committee
- And carry out any other duties as may be directed by the Principal Health Administrator

✓ **Economist**                      **2009-2010**                      **Ministry of Finance and National Planning**  
**Policy and Planning Division**

#### Key Responsibilities

- Assist in conducting policy research and advise on economic matters requested of the division
- Monitoring and reviewing of the Macro Economic Database
- Provide a Monthly (At a Glance) report on the status of the economy
- Provide a quarterly update on the macro indicators
- Facilitate data requests from the ADB and IMF for planned missions
- Collect and analyze budget data for budget preparation

✓ **Accountant**                      **2005-2009**                      **Tonga Development Bank**  
**Accounting & Finance Division**

#### Key Responsibilities

- Contributed to TDB short & long term planning by preparing timely and accurate Annual Budget, next two year's projections and half yearly Budget Review Annually
- Reporting on the Bank's Financial Position by accurately and timely preparing the Quarterly Operation report to the Board thru Asset & Liability Committee (ALCO) and Board Audit Committee.
- Assisted Deputy Managing Director-Finance (DMD-F) in coordinating the Annual Audit of the Bank's performance by preparing timely and accurate Audit Account and ensure that all requirements from External Auditors were met
- Assisted the DMD-F in ensure that the continuous improvement of staff skills and knowledge to meet the Bank's standard through on job training, weekly training and recommend for other trainings outside the Bank or overseas.
- Assisted DMD-F in ensuring that staffs are performed to the best of their abilities in order to achieve divisional targets by directing, monitoring and motivating staff thru reward and recognition.
- Assisted DMD-F in ensuring to compliance with policies and procedures to carried out General Ledger's Reconciliations, Treasury Activities (TDB Notes, TDB Bonds and overseas borrowings), Fixed Assets Reconciliation by reviewing , approve and monitor.

- Ensure that all expenses and Revenues were all accounted for in a timely and accurate manner by reviewing and checking all accruals and prepayments every month.
- Assisted DMD-F in ensuring that TDB complied with the Company Income Tax Act by preparing timely and accurately Annual Tax Returns.
- Assisted DMD-F in checking Management Account to ALCO monthly meeting, NRBT reports monthly, quarterly and annually and Retirement Fund reports to Trustee meeting every quarter and annually.

### **Work Experiences**

- ✓ 2000- Government Audit Department (1 month)
- ✓ 2001- International Dateline Hotel (1 month)

*[Both work experience were done while a student at the Tupou Tertiary Institute studying for my Diploma in Business and Diploma in Marketing]*

### **Experience**

#### **✓ Malia-'i-Lutu Youth**

2004- Secretary

- Instrumental in Designing group's constitution in 2004
- Implemented two training workshop in each year and several fundraising activities
- Wrote sponsorship proposals, corresponded widely and prepared annual reports for the group

#### **✓ Tonga Development Bank Staff Association**

2008- Treasurer

- Look after all financial matters of the Tonga Development Bank Staff Association
- Instrumental in reviewing the group's constitution in 2008.

#### **✓ Kalapu Funga'onetaka**

2011- Secretary

- Handle all secretariat matters of the Group

### **Member**

#### **Tonga Society of Accountants (TSA)**

- A provisional member of the Tonga Society of Accountants since 2005

#### **Tonga Retirement Fund Board**

- An active member of the Tonga Retirement Fund Board Scheme

### **Trainings , Workshops and Conferences Attended**

- Seminar on Economic Administration for Developing Countries, 2<sup>nd</sup> June -27<sup>th</sup> July 2009, Beijing , China
- Biomedical Engineering Workshop, 10<sup>th</sup>-24<sup>th</sup> June, Suva, Fiji 2010
- The Pacific Flagship Course on Health Systems Strengthening & Health Financing

Sofitel Denarau, Fiji, 20th – 30th August 2012

- Workshop on Auditing , September,2014

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### **Personal Qualities**

- I consider myself to be hardworking, honest and reliable person. I always give 100% commitment to maintain higher standard in all situations. I am confident and always enjoy challenges and I am always keen to learn. I will be an asset to any future employer.

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### **Interest**

- Youth development work, singing, reading, computer, watching T.V, netball, passion for elderly care

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