**48 Ingleburn Road, Ingleburn .**

**Mobile: 0456248279**

**E-mail:** **mereonitora726@gmail.com**

**MEREONI MARAMANIYATUTORA**

**Objective** To establish myself as the best candidate.

**Education**

**2010 -11** Training and Productivity Authority of Fiji Lautoka

Advance Diploma of Accounting

**Work Experience**

**2012-15** Bank of the South Pacific Lautoka

**Bank Officer**

* Management of approx. $10m of loan portfolio
* Assist the bank account holders
* Assist International Transactions
* Operate as Bank Teller
* Do random audit for audit purpose

**Other Positions held at BSP**

* 2014-15 Assistant Loan Officer
* 2013-14 International Officer
* 2012(June) Customer Service Officer
* 2012(May) Trainee

**2017 Nanuya Island Resort**

**Accounts Assistance/Oarsmans Bay Lodge Yasawa**

* Accounts Assistance
* Admin and HR Assistance

**2018 Enrst&Young, Suva– Business Advisory: Intern**

* Prepare and lodge annual income tax return for customers
* Prepare and lodge monthly vat for customers
* Prepare and lodge monthly FNPF employees + employers contributions
* Assist the senior staffs with other accounts recons and submission

**2019 Transam (Fiji) Pte Ltd - Accounts Officer**

* Processing bond refunds for all Principal
* Issuing detention invoices for all Principal and sending them to clients**.**

**2020 Genesi Shipping Pte Ltd – Accounts Officer**

* Prepare and Lodge monthly Vat, Fnpf employee and employers contribution and EMS.
* Do receivables and payables transactions.
* Do weekly bank runs
* Processed wages for more than 30 staffs.
* Attend to weekly orders needed by our offshored staffs.
* Serve our customers and our service providers both on counter and on calls such as Fiji Ports, Fiji Pine, Tropik Woods and many more.
* Arranging business re registration for all Genesi Shipping and other subsidiaries companies.
1. **MindPearl Fiji**

 **Qantas Airline Account**

* Handling inbound and outbound calls from customers answering questions and addressing any concerns they may have. We also provide helpful solutions to their problems.

**Skills**

-Quick Learner

-Willingness to learn

-Good computer telephone skills

-Accepting responsibility

-Teamwork

-Good customer service

**Interests**

Sports/Reading/Socializing/Traveling/ Music/Volunteer

**Referees**

**1. Vaseva Senituvakei**

Operation Supervisor, BSP

Phone No: 3314400

**2. Marama Tamanitokula**

CS Manager – Transam Fiji Pte Ltd

Phone No: 9907276/3306241

**3. Ashika Prasad**

Financial Controller-Genesi Shipping

Phone No: 9281014

**4. Panapasa Tegunimataka**

Traner Manager-MindPearl Fiji

Phone No: 9475140

5. Miriama Marama

Team Leader – Mindpearl Fiji

Phone No: 8014715