

RUCI MATEITOGA

Wailoku, Suva, Fiji. 9475489. lute.m7@gmail.com

PROFESSIONAL SUMMARY



Currently unemployed as just completed Finance and Economics majors from the University of the South Pacific and looking for an opportunity to begin my career in the field. An independent colleague with the objective of cultivating as much needed acumen that may assist in reducing poverty and building a stable and thriving economy. Experienced 5 years in the Marketing and Sales field with an impressive background in managing small enterprise cash flows while providing analysis on offline and online product development. Recently employed as a Freelancer at Euro Exim Bank as a Trade Finance Executive. Highly skilled in data analysis, report writing, data translation, and public speaking with excellent leadership and collaborative role in the work field. Detail-oriented, enthusiastic, and organized student and employee able to handle fast-paced demands with excellent multitasking skills and independent judgment. Well-versed in marketing campaign planning, implementation, and tracking. History of helping produce creative collateral while keeping project schedules and deliverables on track.

SKILLS

INDUSTRY KNOWLEDGE

- Corporate Finance
- Financial Planning
- Risk Evaluation and Liquidity Analysis
- Basic Accounting
- Data Analysis
- Economic Data Analysis
- Basic Econometrics
- Proficient Economic Modelling
- Previsualization
- Report Reading and Analysis

Project Management Institute | USA

- Awarded the Managerial Economics Course Certificate
- Engaged in Online Learning

September 2021

TECHNICAL SKILLS

- Microsoft Suite (Word, PowerPoint, Excel and Access)

INTERPERSONAL SKILLS

- Reading
- Public Speaking
- Causal-Effect and quite learner
- Hard-on-self time manager
- Sketching out difficult concepts
- Team Leader and Collaborator
- Independent Individual

WORK EXPERIENCE

Trade Finance Executive Freelance at Euro Exim Bank | (Remote)

Current

- Undergoing training in exports and imports.

Accounts Officer & Marketing Assistant at JORAGET Joinery and Carpentry | Suva, Fiji 2017 – 2021

- Compiling monthly business plans and annual financial reports (Balance sheet and Profit and Loss using Manager Software)
- Managed social media execution, including posting updates and engaging with potential customers.
- Analyze monthly Profit & Loss Account and Annual Balance Sheets.
- Play flexible roles in the family business from marketing to business analysis and product development.

Sales Assistant at Value City Ltd | Suva, Fiji

2017 – 2018

- Developed the color-coding technique that contributed to increase product appeal.
- Highlighted products with creative and engaging merchandise displays.
- Provided fortnightly stock-take reports.
- Played flexible roles when teammates were absent. This included operating the cash register, leading a section, packaging, and monitoring the cleanliness of the work area.

EDUCATION

Degree Undergraduate at the University of the Pacific | Suva, Fiji

2019-2021

- Major in Finance and Economics
- Dissertation: Poverty in Fiji Research Report. in 2021
- Drafted Fiji Holdings Limited Bond Prospectus in 2021
- Conducted a thorough analysis of the ANZ Group's Risk Management and Liquidity Frameworks 2021
- Elected to General Executive 2 for Economics Student Association in 2020

National Association of State Boards of Accountancy | Nashville, USA

September 2021

- Awarded the Data Analysis Course Certificate
- Awarded the Online Marketing Foundations Certificate

Corporate Finance Institute | Vancouver, Canada

February 2021

- Awarded Introduction to Corporate Finance
- Engaged in Online Learning

Adi Cakobau School | Suva, Fiji

2014 - 2018

- High School Diploma in Accounting, Economics and Computing
- Graduated with a 4.0 GPA
- Elected President of Christian Fellowship
- Member of ACS Netball Team

AWARDS

National Toppers Scholarship

CERTIFICATES & LICENSES

2021;

- Data Analysis Certificate
- Managerial Economics Certificate
- The Power of PreViz at BMW Group Design works USA Certificate
- Introduction to Corporate Finance Certificate
- Online Marketing Foundations Certificate
- Social Media Marketing Foundations Certificate

2020;

- Skills for Inclusive Conversations Certificate
- Strategic Thinking Certificate
- Online Mathematics Diagnostic Tool Certificate

2018;

- Fiji Year 13 Examinations Certificate

2017;

- Fiji Year 12 Examinations Certificate

2015;

- Fiji Junior Certificate

2013;

- Fiji Eighth Year Examinations Certificate

PUBLICATIONS

- [Poverty Analysis in Fiji.](#)
- [Unemployment, Government Spending and rGDP Report Analysis \(Impact of COVID-19\)](#)

VOLUNTEER

Committee Member at Grace Fellowship Ministry | Suva, Fiji

January 2020 – Current

- Prepared events such as Youth night, community outreach, BBQ night, fundraising activities, and cap schedules for Youths.
- Setup programs to enhance spiritual growth and talent cultivation.

Economics Students Association - USP | Suva, Fiji

Jan 2020 – Nov 2020

- General Executive 2
- Organized Panel discussions, a book drive, and economic empowerment programs for University students.
- Contributed time and effort to student projects and community organizations.
- Educated students about available university services by planning roundtable and other engagement strategies.

Niusimasima Family | Suva, Fiji

September 2020

- Increased success of fundraising program by enhancing outreach strategies.
- Fundraising contributor in Cyclone Aid to Matuku Island

SOCIAL MEDIA ACCOUNT

[LinkedIn Account – Ruci Mateitoga](#)

LANGUAGES

English and Fijian

AVOCATIONS

- Sharing to colleagues about the Gospel of Jesus
- Reading
- Baking for special events
- Inventing new products
- Decorating
- Adorning monotonous spaces
- Philanthropist work
- Photography
- Singing and listening to Gospel Music

PROFESSIONAL REFERENCES

Reference 1

- Finau Soqo
- Lecturer/ Consultant - Finance
- University of the South Pacific, Laucala Campus
Private Mail Bag Suva
- Email: finausoqo2019@gmail.com
- Phone Contact: (679) 8010500

Reference 2

- Mr. Sumeet Lal (Tutor)
- Teaching Assistant – Economics
- University of the South Pacific, Laucala Campus
Private Mail Bag Suva
- Email: lal_s@usp.ac.fj
- Phone Contact: (679) 3232178

Reference 3

- Mr. Ifereimi Tuiwainunu
- Teacher – English
- Adi Cakobau School, Sawani, Nausori.
- Email: ifereimituiwainunu@yahoo.com
- Phone Contact: (679) 2983600