**Curriculum Vitae**

**PERSONAL DETAILS *P*RIYA VANDHNA PRASAD**

Residential Address: Vuda Back Road, Lautoka.

Postal Address: P.O.Box 4226, Lautoka, Fiji Islands.

Mobile: +679 9231390

Home Contact: +679 2785179

Date of Birth: 27th April 1990

Nationality: Fijian

Marital Status: Single

Email: pvandhana30@gmail.com

*About myself: I have willingness to continue learning and upgrading myself.*

**Work Experience**

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| **Dates** | **Workplace** | **Post** |
| 2021-Present  2012- 2021 | Nadi Primary School | Teacher/Staff Secretary/ Scout Leader/ Messenger of Peace Local Coordinator |
| 2011- 2012 | Magodro District School | School Teacher |

**Volunteer Experience**

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| **NGO** | **Post** | **Year** |
| Rotaract Club of Nadi New Horizons | - Treasurer  -President (2019- 2020)  -Volunteer member  -Secretary (2015-2016) | 2015- present |
| Fiji Scouts Association | -Messengers of Peace Local Coordinator (Nadi)  -Membership Growth Coordinator (2019-2020) | 2016- present |
| Mentor Me Foundation- Fiji | -Mentor at Saint Mania Orphanage Home | 2016 |

**Key Achievements**

Rotary Youth Leadership Award (RYLA Awardee) – 2016

Distinct Citation Award (Rotaract)– 2016 – 2017

Dux -Pandit Vishnu Doe Memorial College- Year 2008

**EDUCATION HISTORY**

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| **Qualifications** | **Institution** | **Year Completed** |
| Master in Business Administration | University of the South Pacific | Currently  Pursuing |
| Bachelor in Commerce:  Major 1-Human Resources Management & Employment Relations  Major 2-Management & Public Administration | University of the South Pacific | 2020 |
| Bachelor in Primary Education | Fiji National University | 2015 |
| Certificate in Workplace Leadership Management | University of the South Pacific | 2015 |
| Certificate in Train of Trainers | University of the South Pacific | 2015 |
| Certificate in Basic First Aid and OHS | Ministry of Education | 2015 |
| Fiji Seventh Form Examination (289/400) | Pandit Vishnu Deo Memorial College | 2008 |
| Fiji School Leaving Certificate Examination (322/400) | Pandit Vishnu Deo Memorial College | 2007 |
| Fiji Junior Certificate Examination (509/600) | Pandit Vishnu Deo Memorial  College | 2005 |

**PERSONAL COMPETENCIES**

* Good command of oral and written English
* Accept new challenges
* Pleasant speaking voice and personality
* Assist in building better team relationship
* Strong attention to details
* Tracks records in planning and organising
* Friendly and warm manner

**INTERESTS & ACTIVITIES**

* Volunteering
* Attending training/workshops/forums
* Knowledge about issues in the Pacific
* Interest in adventures
* Researching on the sci-fi subject

**REFEREES**

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| --- | --- |
| Mr Avinesh Lingam  Head Teacher  Nadi Primary School  Mob: 9277241  avineshlingam@yahoo.com | |
| Miss Sarah Narayan  Current President  Rotaract Club of Nadi New Horizons  Mob: 7886730  sarahsnarayan@gmail.com | Mrs Mata  Assistant Head Teacher  Nadi Primary School  Mob: 9416377 |