



REEMA RADHASNI

BACHELORS DEGREE IN
GEOSPATIAL SCIENCE

PROFILE

Energetic professional with ability of embracing new challenges and have a passion for GIS mapping. Hardworking and ambitious, self-confident, responsible and positive thinking person. Friendly in nature. Reliable focused on going above and beyond to support team and serve customers. Motivated to continue to learn and grow as professional. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendor

CONTACT

reemaradhasni@gmail.com

(679) 9547431

Lot 12 Nasele Crescent, Nakasi

ACTIVITIES AND INTERESTS

- Environmental conservation- Climate Change
- Art
- Travelling
- Reading
- Communicating with people

EXPERIENCE

ADMINISTRATIVE ASSISTANT- HR DEPARTMENT/ FIJIAN ELECTIONS OFFICE NOVEMBER 2022- JANUARY 2023

- Maintaining timesheets (soft and hard copies)
- Updating HR databases (e.g., new hires, separations, vacation, and sick leaves)
- Assisting in payroll preparation by providing relevant data, like absences, bonus, and leaves
- Prepare paperwork for HR policies and procedures.
- Process employees' requests and provide relevant information.
- Recruitments of new staffs to the company
- Manage the department's telephone center and address queries accordingly.
- Provide orientations for new employees by sharing onboarding packages and explaining company policies.
- Filing of all HR documents accordingly
- Assist the Manager HR to implement the approved HR activities through the provision of clerical, logistics, office administration support services.
- Process high volume appointments and manage contracts adhering to merit principles and follow the approved policy and procedures.
- Provide accurate HR reports for management's information/decision.
- Provide reports to the designated project manager on progress and any issues with the assigned duties.
- Any other duties allocated from time to time.

ADMINISTRATIVE ASSISTANT- DATA CLEANING/ OPERATIONS DEPARTMENT FIJIAN ELECTIONS OFFICE

JUNE 2023- JULY 2023

- Clean the voter list, by ensuring accurate voter information and eliminating duplicate and fraudulent entries.
- Examine the voter list to locate entries with similar or identical voter information.
- cross-checking the information collected through the written application forms with the information entered into the electronic database, to ensure that the data (such as the spelling of an individual's name and date of birth) has been entered correctly.

- Making calls to verify the details provided in the form and the database system.
- Call and verify the deceased list provided by the and edit registration.
- Verifying application forms filled manually with the registration code and the date.

EDUCATION

BACHELOR OF GEOSPATIAL SCIENCE

UNIVERSITY OF THE SOUTH PACIFIC

FEBRUARY 2015- JUNE 2023

- Bachelor's Degree in Geospatial Science from the University of the South Pacific, Laucala Campus, Suva, Fiji.

SECONDARY EDUCATION

BHAWANI DAYAL ARYA COLLEGE

JANUARY 2010- NOVEMBER 2014

- 2013- Passed out Fiji School Leaving Certificate Examination (284/400)
- 2014- Passed out Fiji Seventh Form Examination (274/400)

PRIMARY EDUCATION

BAINIVALU PRIMARY SCHOOL

JANUARY 2002- NOVEMBER 2009

- Passed out Fiji Eighth Year Examination to get higher education.
- 2009- Fiji Eighth Year Examination (406/500)

OTHER ACHIEVEMENTS

PRIMARY SCHOOL

2008 – Certificate of Best conduct student

SECONDARY SCHOOL

2011 – 5th rank in top 15 category

2012- Certificate of Participation in leadership seminar

LEADERSHIP

SECONDARY SCHOOL

2011 – Book Bank Monitor

2012 - College Prefect

2013 - College Prefect

2014 – College Prefect

KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- MS Office Suite
- Ability to work collaboratively as part of a team.
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure.
- User of ArcGIS Software
- Fluent in English
- Interacting with new people to learn new skills and techniques.

REFERENCES

1. Name : Epeli Naidrodro
Organization: Fiji Elections Office
Position : HR Coordinator
Contact : (679) 8913768
Email : epeli.naidrodro@feo.org.fj
2. Name : Ashneel Sushil Chand
Organization: Ministry of Finance
Position : Senior Accountant
Contact : (679) 8466269
Email : chandashneel123@gmail.com
3. Name : Sweta Swastika Lingam
Organization: Damodar Cinemas
Position : Cinema Manager
Contact : (679) 2048000
Email : swastikalingam@gmail.com