

CURRICULUM VITAE

Personal Information

Name: Tannoo Smeetee

Date of Birth: 13 June 1998

Gender: Female

Address: Camp Mapou, Henrietta, Vacoas

Civil Status: Married

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Education

Secondary Education - Jean Marie Frank Richard SSS

School Certificate (SC):

- English
- French
- Mathematics
- Principles of Accounts
- Business Studies
- Literature in English
- Food and Nutrition

Higher School Certificate (HSC):

- Accounting
- Business
- Sociology (AS-Level)
- General Paper

Tertiary Education

- BSc (Hons) Management (General)

Certifications

1. Internet and Computing Core Certification Programme
2. National Institute for Citizenship Education Programme (Prime Minister's Office)
3. The Bronze Standard of The Duke of Edinburgh's Award
4. Annual Inter-College Literacy Competition
5. Entrepreneurship Education
6. Model United Nations Conference 2016 – Zonal Level (Delegate)
7. Microsoft Soft Skills
8. Web Design and Advanced Computer Security (NSDP)

Work Experience

Apex Fund Services (Mauritius) Ltd

- Corporate Administrator level 1 - March 2024 to July 2025
- Associate Executive Level 2 - August 2025 till present days

Emtel Ltd

- Customer Service Assistant – Showroom Department
January 2019 – December 2023

Arkolac Ltd (NSDP Scheme)

- Placement
May 2018 – August 2018

Emtel Ltd

- Trainee Customer Service Assistant – Showroom Department
November 2017 – January 2018