

Curriculum Vitae

Name: **Khushbu Rai**

Email: khushbu.raii08@gmail.com

Gender: **Female**

Nationality: **Fiji**

Contact: **9916696**

Skype ID: **rai.khushbu**

Position: Teaching Assistant (Assistant Lecturer Level)

Education and Training

Post Graduate Certificate in Tertiary Teaching (on-going; 2017 -2019) University of the South Pacific (USP)

Masters in Commerce - 2018

Thesis – Regional Labor Mobility, Heterogeneity and Exportability of Small Developing Islands – A comparative study of selected countries in the Pacific and the Caribbean, the University of the South Pacific (Graduated 2018)

Post Graduate Diploma – Economics - University of the South Pacific (USP), (Graduated 2013)

Bachelor of Commerce – Double Major in Accounting & Financial Management and Economics - University of the South Pacific (Graduated 2012)

Workshops and Training – External Funded Programmes

- Completed Massive Open Online Course on Climate Change and Pacific Islands (April, 2017), United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP).
- Completed Massive Open Online Course on Pacific Studies (September, 2016).
- Completed training on Data Analysis and Report Writing - USP (July, 2015).
- Completed Regional training on Better Data Communication and Visualization in the Pacific with PARIS21, South Pacific Commission and USP (November, 2015).
- Completed Professional Development Training – on Effective Teaching & e-Learning, USP (2014)
- Completed Professional Development Training – on Research Skill Development, USP (2013)

Professional Experience:

1. Tutor at School of Economics, The University of the South Pacific (2015 - to date)

- I work as an academic, engaging in the teaching and learning activities. Along with the expected responsibilities of taking interactive classes, supervising and counseling;

2. IGraduate Assistant at School of Economics, The University of the South Pacific (2012- 2014)

As a graduate assistant my role mostly involved facilitating students in tutorials and lab sessions. Whilst being required to complete my Post Graduate Diploma in Economics, as a support staff I was Executive Coordinator of the Economics Student Association which organized extra curricula activities to build confidence in students and encouraged us to contribute back to the community.

3. Research Intern, Faculty of Business & Economics, USP (2011)

As a research assistant, I was tasked with analyzing of data using Statistical software (EViews). Also compile reports and review papers on the research topic.

4. Accounts Assistant ,Poly Products (Fiji) Limited (Jan- April 2011)

Practice Managerial Accounting such as preparing item costing, receipting, bank dropping, bank reconciliations and maintaining petty cash records. Learn and perform with software like PayMaker and Profax. Prepare telegraphic transfers and perform banking. Attend to Accounts Receivables and Payables on regular basis. Occasionally engage in sales, whereby I learnt how to deal with customers with utmost professionalism.

5. Student Intern - Marketing and Development Office, USP (July 2010)

Perform tasks such as organizing of funding received by the institution for various projects from many organizations. Communicate with donors via telephone calls and emails. Prepare summary reports and maintain databases. Make budgetary reports.

6. K. Kumar & Co. (Internship from Dec 2008 to Jan 2009)

Test accuracy of internal controls on revenue cycle, purchases cycle and payroll cycle. Understanding and maintaining an awareness of why the work is being done and how it fits into the overall taxation approach. Assisting in detailed substantive audit work carried out on cash on hand and at bank, accounts receivables, accounts payables, fixed assets, statutory requirements and financial statements.

- **Presentations, Training and other Achievements**

Papers for Publication (in progress)

Development of Trade Arrangements in the Caribbean and Pacific Region, Journal for Pacific Studies

Trade Heterogeneity and Intra-regional Exportability, co-authoring with Prof. Dibyendu Maiti, Delhi University.

Labor Mobility and Trade in the PICs and Caribbean, co-authoring with Ms. Lynn Beckles, University of West Indies

Paper presentation:

UNESCAP workshop – *Decomposition of Regional Trade Flows for the Pacific and Caribbean Island Countries using Gravity model* (December 2017, Bangkok, Sponsored by UNESCAP).

Consultancy with International Labor Organization on reporting SDGs Decent Work Indicators for Fiji (Aug - Nov, 2017).

Research paper presentation at the Pacific Update Conference – *Trade Heterogeneity and Intra-regional Exportability* (June 2017).

Student Exchange Program to Seoul, South Korea funded by the Academy of Korean Studies (Dec 2016).

Official Statistics representative in the Ten Year Pacific Statistics Strategy 2010-2020, funded by Secretariat of the Pacific Community (SPC) and School of Economics, USP (May 2016)

Completed an Intensive Course on Basic Sign Language with Fiji Association for the Deaf (2016)

Presented research paper in the 12th Pacific Inter-Science Congress, June 2013

Conference Paper Presentation: 12th Pacific Inter-Science Congress and research write-ups with external Organizations (ADB & ILO) and Research bodies.

Research intern at Asian Development Bank, Fiji for report on Country Diagnostics (2013) and International Labor Organization, Fiji (2012).

Other Activities:

National Youth Leader, Sri Sathya Sai Service Organization of Fiji (July 2012 to 2016)

Gold Medalist, Senior Level – High Jump Event (2008)

The Leadership Award, Mahatma Gandhi Memorial School (2008 and 2003)

National Orator, 1st Prize, Sri Sathya Sai Service Organization (2002)

Affiliations

Sri Sathya Sai Service Organization of Fiji

Walk On Walk Strong (WOWS) Kids, Fiji

Fiji Inter Faith Committee

The Economics Association of the University of the South Pacific

Community Services

Ardently involved in Blood Drives and Medical Camps organized by Sathya Sai Service Organization

Actively involved in organizing service activities (like Medicare Camps, Youth Development Workshops, Special Home Visits, Disaster Rehabilitation Projects) for the society at large under the umbrella of Sri Sathya Sai Service Organization of Fiji.

Involved with the Economics Students Association in planning activities to provide academic growth to student and for societal benefits.

- **References**

1. *Prof. Dibyendu Maiti*
Professor – Delhi School of Economics
Delhi University, North Campus
Email: dibyendu@econdse.org
2. *Dr. Alessio Cangiano*
Senior Lecturer – School of Economics, Faculty of Business and Economics
The University of the South Pacific
Email: alessio.cangiano@gmail.com
3. *Dr. Manoj Pandey*
Lecturer – Development Policy Centre
Crawford School of Public Policy
ANU College of Asia and the Pacific
Email: manojkp23@gmail.com