



## PERSONAL INFORMATION

Sailesh Kumar Sen

31 Namena Road, Nabua, Suva (Fiji) 

+679 9938714 

graphicstanisha@gmail.com 

[saileshsen.wixsite.com/portfolio](http://saileshsen.wixsite.com/portfolio) 

*I am a confident individual with a pleasant personality and an abundance of drive and ambition. I possess a clear ability to motivate not only myself but also others, and am capable of creating a vibrant atmosphere to deliver an exciting and unique service based on my several years of experience in communication graphic design, project publication and promotional materials management, in-depth branding skills, digital content management, illustrations, large format scanning, large format printing, pre-press production, web-base materials, archiving, supporting & supervising videography projects, social media materials, procurement process, problem solving skills, teaching and training experience.*

## WORK EXPERIENCE

01/12/2008–  
31/12/2019

### Graphic Design and Document Production Officer

The Pacific Community (SPC), Suva (Fiji)

- Lead all aspects of specialised geoscience print and web graphic design and layout for SPC Geoscience Division (and other divisions on request) technical publications and visual materials.
- Advise technical staff and SPC partners on requirements for graphic design, large-scale scanning, large-scale printing, photography and videography.
- Liaise with printers and private sector industry on print production, and equipment maintenance.
- Provide photography services and preparation of photos for publication.
- Use and supervise use and maintenance of specialised digital reproduction equipment.
- Supervise work of graphics and multimedia assistant in photography and videography, graphic design, scanning and digital printing.

01/01/2014–  
31/12/2017

### Graphic Design Course Facilitator

The University of the South Pacific (USP) - Pacific TAFE, Suva, (Fiji)

Design Short Courses in Graphic Designing and Teach the Students

- *Certificate of Attainment in Graphic Design*
- *Certificate of Attainment in Graphic Design (Advance level)*

The course was designed to introduce participant to the fundamentals of Graphic Designing with the use of the Adobe® CS Suite, which includes software like Photoshop, Illustrator and InDesign. Students will explore various methods of

selecting image areas and will learn how to modify and manipulate selections, will also learn how to work with text, layers, and layer effects; how to adjust, retouch, and resize images; and how to prepare images for printing and the Web.

The course was intended for those who have an interest in graphic designing or wish to pursue a career in graphic designing. It was best suited for photographers, graphic designers and web designers.

**01/01/1999–  
31/12/2007**

### **Graphic designer**

Caines Photofast Services and Caines Scannertronics Ltd, Suva (Fiji)

- Graphic Designing
- Professional Photography
- Photo Restoration Expert
- Large Format Scanning
- Large Format Printing

## **EDUCATION AND TRAINING**

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**01/01/2014–  
31/12/2017**

### **Short Course Facilitator at USP - Equivalent to Postgraduate**

The University of the South Pacific (USP) - Pacific TAFE, Suva (Fiji)

Fundamentals of Graphic Designing with the use of the Adobe® CS Suite, which includes software like Photoshop, Illustrator and InDesign. Students will explore various methods of selecting image areas and will learn how to modify and manipulate selections, will also learn how to work with text, layers, and layer effects; how to adjust, retouch, and resize images; and how to prepare images for printing and the Web.

**19/02/2007–  
29/06/2007**

### **Trade Certificate in Graphic Design - Stage 1**

Fiji National University (FNU), Suva (Fiji)

- Layout & Design
- Print Production
- Graphic Pre-press
- Computer & Graphic Design
- Communication Studies

**01/08/2008– Certificate - Statement of Attainment in Website Design****29/09/2008**

New South Wales Department of Education and Training, Suva (Fiji)

- Information and Communications Technology Training Package
- Apply principles of visual design and communication to the development of a multimedia product
- Design a website to meet technical requirements
- Determine and apply appropriate development methodologies
- Create simple mark up language document to specification
- Produce basic client side script for dynamic web pages
- Develop cascading style sheets
- Confirm accessibility of website for people with special needs
- Apply web authoring tool to convert client data for websites

**18/03/2019– Certificate of Completion****22/03/2019**

This training was organised and implemented by the Geoscience, Energy & Maritime Division (GEM) of SPC in partnership with the Hausmann School of Public Relations (HSPR), Suva (Fiji)

- Communications
- Social Media
- Canva
- Videography

**PERSONAL SKILLS**

Mother tongue(s) Hindi

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1
French	A	A	C	C	C
Kiritimati	A	A	C	C	C
Tuvaluan	A	A	C	C	C
Pigeon English	A	A	C	C	B

**Using languages at work:** Working for 26 Pacific Island countries at The Pacific Community gave me excellent opportunity to experience many different languages used in the Pacific together with their tradition and culture.

**Communication skills** Good communication skills gained through 20 years of work experience.  
The Pacific Community gave me excellent opportunity to work on Projects with experts and scientist from the Pacific together with Pacific Island's people.

**Organisational / managerial skills** Excellent organisational and managerial skills gained through my strong technical background and expertise.

**Job-related skills** Extensive skills gained through more than 20 years of work experience.

### **My Job Description at The Pacific Community (SPC)**

#### **Key Result Area 1**

Perform all aspects of specialised geoscience graphic design and layout for SPC technical publications and visual material; supervise and mentor Graphic and Multimedia assistant in graphic work, scanning, printing, photography and videography

Operate latest desktop publishing, designing software, computers and other appropriate equipment for showing design concepts

Provide consultation and guidance for staff and customers and interpret and translate staff and customer instructions

Log jobs in Publications Database for tracking and reporting purposes

Prepare original graphics (includes photographs) for presentation in technical reports and publications and for web viewing

- Graphics workload is managed in conjunction with Graphics Assistant and free of bottlenecks
- Graphic design project objectives are achieved within budget and schedule
- Interpretations of staff instructions are expertly translated in software and paper and are accepted with minor amendment
- Jobs are logged in Publications Database Graphics Work Log and kept up-to-date
- Skill level in technical expertise is kept up to global standards
- Software and equipment are up-to-date and meet needs for best possible graphic results
- Original graphics are applicable to projects and programmes within the Division and are categorised and ready for use
- Standard of quality graphical work previously set is met and surpassed

## **Key Result Area 2**

Consult, schedule and coordinate all graphic production, large-scale scanning, large-scale printing jobs, photography and videography work for Graphic and Production Supervisor and Graphic and Multimedia Assistant's schedule and act as liaison with printers and private sector industries in the production of completed designs

Provide consultation, guidance and support to staff and customers for graphic design

Translate verbal and abstract concepts into meaningful visual communication

Schedule requested work and log the work into the Publications Database for tracking and report purposes

- Consultations with staff and customers are held in a timely manner and
- Guidance and support is provided to staff and customers in a friendly, professional manner to meet their needs
- Verbal and written work requests are translated into meaningful visual communication according to requests and meet the needs of the staff and customer
- Jobs are scheduled and logged into the Publications Database so as to meet deadlines and prevent bottlenecks

## **Key Result Area 3**

Perform and supervise use of all specialised equipment to include large-scale digital scanner, large-scale printer, laminator, cameras and manage the proper use and maintenance of specialised equipment for organisation use

Responsible for the specialised Large Format 54-inch Contex Magnum G600 Scanner; its Colour Management, Digital Manipulation if required and Colour Correction of Images using a variety of printing devices

Responsible for the specialised large-format HP Z5200 plotter printer; care, maintenance, and use

Manage and perform requests for large-format scanning, large printing and lamination

Perform photographic assignments for corporate purposes such as publications and for public relations

Responsible for storage and retrieval of work programme images taken with digital camera equipment belonging to the Division

- Specialised Large Format 54-inch Contex Magnum G600 Scanner, colour and data manipulation is maintained and handled with care
- Specialised large-format HP Z5200 Plotter Printer is maintained and handled with care
- Requests for services of large-format scanning, printing and lamination are performed and responded to in a timely manner with a high quality customer service

- Specialised equipment performs optimally at all times with calibration appointments performed according to schedule
- Images are well received and services as photographer are in constant demand
- Original stock photo collection is applicable to projects and programmes within the Division and covers a range of cultures, is categorised and ready for use

#### **Key Result Area 4**

Maintain productive working relationships with staff and customers of other Divisions, outside vendors and partners for all graphical production projects and work

- Relationships with staff, customers, partners and outside vendors are maintained in a professional manner
- Courtesy and timeliness are exercised when working with staff, customers, partners and outside vendors to ensure productivity, quality and customer satisfaction

#### **Key Result Area 5**

Manage maintenance and calibration of specialist printing and publishing equipment for organisation use

Manage maintenance of the large capacity colour printers, laminators, scanners and computers and other electronic equipment used within PLU

Ensuring that all specialist equipment are calibrated regularly and operational at all times or that downtimes are kept to a minimum

Ensure that the Graphic Assistant is trained and capable in the use and maintenance of the specialised equipment

Responsible for the specialised Large Format 54-inch Contex Magnum G600 Scanner; its Colour Management, Digital Manipulation if required and Colour Correction of Images using a variety of printing devices

Responsible for the specialised large-format HP Z5200 plotter printer; care and maintenance, use and calibration

Properly maintain camera equipment and handle with care

- Specialist equipment are performing optimally at all times
- All specialist equipment is scheduled for regular maintenance and calibration and are checked accordingly
- Specialist equipment downtimes are kept to a minimum
- Data back-up for scheduled equipment calibration to ensure optimum results
- Graphic assistant is trained and capable to use and maintain specialised equipment
- Camera and equipment are properly maintained and in good condition, ready for use



## Jimmie Rodgers' Emerging Leader Award

### Description of Nominee's Accomplishments

Use this section of the form if you wish to nominate an **individual SPC staff member** who has made outstanding contributions to the goals of SPC and development in the Pacific region.

Please describe how the nominee met one or more of the following criteria. For each example, please include specific accomplishments with concrete examples.

Where applicable, use data to quantify the impact or results.

#### Criteria

1. Approaches and resolves problems and challenges with a positive attitude and achieves positive results. *Be sure to describe the problem/goal and how it was solved/achieved* (100 words max.).

Sailesh Kumar Sen is a known problem-solver at SPC. Often sought to produce to urgent deadlines, he always delivers on-time with a positive attitude and smile. Sailesh completed 10 reports (French/English, average 60 pages each) from layout-to-print in just seven days for the French Polynesia EU-funded OCT DRR project. Working 24/7 with last-minute changes and communication delays, he produced professional quality reports, presented to EU on-time with high praise and recognition. Project Lead, Frederique Lehoux, said, "Thank you for the heroic work and flexibility. We never expected it would be so tedious. It is deeply appreciated by the entire team."

2. Frequently brought positive recognition to the organisation. *Describe how this was done, the action taken to achieve it, and the results (e.g. improvement in service delivery, improvement in agency or department performance, dramatic cost savings)* (100 words max.).

Sailesh's eight years with SOPAC/SPC have seen him responsible for hundreds of products spanning many GSD and SPC Corporate initiatives. His work has raised SPC's profile throughout the region and the world. He designed the World Bank (WB)-funded SPC Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI) logo with positive results and feedback from partners. Samantha Cook, WB DRFI Specialist said, "Big vinaka vaka levu for the superb logo; a very positive response all over the world." Oliver Mahul, WB's DRFI Program Manager added, "Indeed! Million thanks, Sailesh for this inspiring logo, which features so well the Pacific region!"



<p>3. Successfully initiated and implemented an innovative idea that has changed lives and achieved dramatic results. <i>Describe the idea, the action taken to achieve it, and the results (e.g. improvement in service delivery, improvement in agency or department performance, dramatic cost savings) (100 words max.).</i></p>	<p>Sailesh has been an innovator and achiever from the start. His strong technical background and expertise advised the upgrade of graphic equipment and software, raising the standard of graphic design for SPC, resulting in an exponential demand for his services. Sailesh conceptualises and designs all education materials for SPC's contributions to the annual World Water Day event, which was expressly appreciated by EU this year. Sailesh designed the "Pasifika Duavata" map on tapa to commemorate the opening of the newly renovated GSD Publications and Library office, attended by the Director General who expressed his appreciation and admiration of the design.</p>
<p>4. Consistently achieved excellence in overall job performance that is 'above and beyond the call of duty'. <i>In your statement cite examples of consistently excellent performance and how it went beyond the regular duties of the job (100 words max.).</i></p>	<p>Sailesh has been rated "Outstanding" and "Exceeds" on every PDS during his time with SPC, averaging 300 jobs for the last five years. His skill set provides specialized large-scale scanning and printing services of technical and seismic maps, films and posters. His WaterMicro Symposium exhibit poster was voted best out of 89 international posters, raising SPC's profile. Tasked by DSM to revise and redesign 17 country brochures in five days, he produced all on-time. Hannah Lily, DSM Legal Advisor said, "He has been an absolute star working 24/7 so we have these lovely publications ready to take to Rarotonga tomorrow."</p>
<p>5. Demonstrated outstanding and inspirational leadership that dramatically improved employee morale and team spirit. <i>Describe the leadership techniques, citing specific examples of how and what was accomplished (100 words max.).</i></p>	<p>Sailesh leads by example, overseeing the production of all publications. Supervising the Assistant Graphic Artist, they are often called to support headquarters and other divisions, consistently delivering quality designs on-time. Sailesh was called to create 3-D illustrations of Lifuka Island with cross section and groundwater modelling diagrams. Since the onset of the annual SPC/UNISDR Pacific Platform for Disaster Risk Management, Sailesh designs and manages the production of all materials from invitation cards, nametags, programmes and conference books to posters, banners, pull-ups banners and signage, setting a standard of quality for SPC that is recognised by participants and throughout the Pacific.</p>





Sailesh Kumar Sen has been an invaluable asset for the Geoscience Division and SPC in the graphics arena. His expertise, quality of work and professionalism continue to raise the standard of SPC publications and has been recognised across many platforms at local, regional and international occasions, shining a positive light on SPC. He is the epitome of a leader that leads by example.

Sailesh was tasked by the Deep Sea Minerals (DSM) project to design and layout 17 country information brochures as part of its information-sharing initiative in Rarotonga. With only five days to produce an ISA information brochure, a Regulatory Framework for Deep Sea Minerals Book and updated designs for the country brochures, Sailesh completed the task and provided quality products with high praise and thanks from the DSM team, showing his professionalism and work ethics.

Sailesh was requested by the World Bank to provide advice and to design the logo for the Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI) program. There are 15 Pacific Island countries involved in the PCRAFI program and Sailesh's logo is now recognised by all, reflecting SPC's high standards. It has been received with very positive feedback. These initiatives demonstrate his innovative spirit and work, and his strong leadership skills in the graphics arena.

His work for the French Polynesia project conducted under the European Union (EU)-funded Overseas Countries and Territories (OCT) Disaster Risk Reduction (DRR) project demonstrated his strong problem solving skills. This initiative focused on the quantification of the storm surge hazard in the Tuamotu Archipelago and the proposed cost-effective adaptation solutions. Sailesh was tasked to complete the layout and design of 10 reports, averaging 60-pages each in both French and English, in just seven days. Sailesh worked around the clock to produce professional quality reports on-time for presentation to the EU in Papeete, resulting in positive recognition for the project and SPC.

Over the course of his career with the organisation, he has developed his skills through his own volition and determination, with little opportunity to learn graphic design in the region. This year, Sailesh took it upon himself to upskill by seeking courses at USP and found that he was at the top of his field when he was requested by Fiji's top university to teach the advance graphics course instead. He is mentor to the Assistant Graphic Artist and to the rest of the Publications team in all fields of graphic design and was even instrumental in an award won by one of his students for their design. Sailesh continues to seek more opportunities to learn and hone his skills.

Sailesh always has a smile and a positive attitude. He is a pleasure to work with. He is accommodating and team-oriented and is a dependable and priceless resource for the GSD Division and SPC. I strongly recommend Sailesh Kumar Sen for the Jimmie Rodgers' Emerging Leader Award.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Daniels', enclosed within a rectangular box.

Nicole Daniels  
Publications Editor, GSD Division



Sailesh Kumar Sen has supported the Disaster Reduction Programme since his first year with the organisation. He is always a team player when it comes to new ideas, innovation and updating and always with a smile. He is accommodating and has been a dependable and priceless resource in graphic design.

Sailesh has designed and managed the production all graphic and layout designs for the annual Pacific Platform for Disaster Risk Management. A joint initiative with the United Nations Office for Disaster Risk Reduction (UNISDR), the platform is for Pacific Island countries and territories and attended by countries, partners and donors, civil society, private sector, as well as other stakeholders all over the Pacific. Sailesh's work on all designs – including invitation cards, nametags, timetables, programmes, templates, conference books, posters, banners, pull-ups banners, signage, promotional material, etc. – has set a standard of international class for SPC that is recognised by all participants and throughout the Pacific, raising the quality of SPC's visibility.

Sailesh provided advice and design support to the World Bank on the development of a logo for the Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI) program. There are 15 Pacific Island countries involved in the PCRAFI program and Sailesh's logo now features throughout all. The design was received with great positive feedback. Samantha Cook, DRFI Specialist of the World Bank's Disaster Risk Financing and Insurance Program, FCMNB and GFDRR said, "My colleague, Olivier Mahul and I wanted to say a big vinaka vaka levu for the superb logo that you developed for the PCRAFI project. It gets a very positive response all over the world thanks to your hard work and we wanted to relay the message." Samantha Cook. Oliver Mahul, Program Manager of the World Bank's Disaster Risk Financing and Insurance Program, which is co-sponsored by the World Bank, the Global Facility for Disaster Reduction and Recovery (GFDRR), the Swiss State Secretariat for Economic Affairs (SECO), the Ministry of Finance of Japan, and the Ministry of Foreign Affairs of the Netherlands, added, "Indeed! Million thanks Sailesh for this inspiring logo, which features so well the Pacific region!"

He is accommodating and has been a dependable and priceless resource in graphic design and I highly recommend him for the Jimmie Rodgers' Emerging Leader Award.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mosese Sikivou'.

Mosese Sikivou  
Corporate Management Specialist

SPC Suva Regional Office  
Private Mail Bag  
Suva  
Fiji Islands  
Tel. (679) 3381377  
Fax. (679) 3370040/3384461



## TO WHOM IT MAY CONCERN

### REFERENCE FOR SAILESH KUMAR SEN

I have known Sailesh Kumar Sen since December 2007. He came highly recommended in terms of the quality of his production work at a photographic studio in town. He took a leap of faith to quit a full-time job and agree to fill in the suddenly vacant graphic arts officer post at the Pacific Islands Applied Geoscience Commission (SOPAC) at a critical time of the year. He was appointed to the full-time position after a competitive recruitment process in April 2008. He clearly demonstrated that he has the X-factor among his peers and continues to fully meet, even exceeds, his SOPAC colleagues' high expectation with the superior quality and promptness of his service.

This reference letter is written with the assumption that it will always be presented in the future with a portfolio of samples of work produced by Sailesh. The quality of his graphic arts work will speak for itself.

What I find most remarkable about Sailesh's rise in his field; is that he is self taught. As an individual he is driven and highly motivated to produce the best quality work on time; and he is justifiably very proud of his work. In December 2007 he asked for a chance to prove himself; and he took that chance and capitalised on it to the maximum. As his direct supervisor and the one he worked closest with in the period December 2007 to March 2013; I've never regretted giving him that chance.

I am fully confident that with continued application of his professional work ethics; his attitude to service; and the sterling standard of his graphic arts work, Sailesh will be among the most sought after among his peers in the Pacific.

With SOPAC having become a division of the Secretariat of Pacific Community (SPC) from 2011, his portfolio has expanded to include material produced for the French speaking territories. Sailesh has proved his mettle for graphic design of technical content. His disciplined attention to detail while working in one language has served him and the organisation well in the production of French-English text-intensive technical reports.

I wish Sailesh well in all his future endeavours; and am very pleased to have introduced such a rare talent into the regional service.

.....  
**Mereseini Lala Bukarau**  
Adviser – Publications and Library  
SPC SOPAC Division

30 March 2013

**Subject:** FW: GRAPHIC DESIGN

**Date:** Tuesday, October 28, 2014 1:57:47 PM Fiji Summer Time

**From:** Hasmukh Lal

**To:** Dennis Sen, Sailesh Kumar Sen

FYI

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**From:** Hasmukh Lal

**Sent:** Tuesday, October 28, 2014 12:57 PM

**To:** Professor Rajesh Chandra; John Bythell

**Cc:** Jaindra Karan

**Subject:** FW: GRAPHIC DESIGN

Dear VC & DVC

FYI- Small impact that CVCE made with its Certificate of Attainment course in Graphic Design (1 month long module).CVCE employs an industry experience trainer (Salesh Kumar) who works at SPC (Graphic Designer) and the training was managed by Dennis Sen who is CVCE's I.T Training Coordinator. CVCE introduced this training in 2014.

Kind Regards

Hasmukh

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**From:** Hasmukh Lal

**Sent:** Tuesday, October 28, 2014 12:30 PM

**To:** Dennis Sen

**Cc:** Pasirio Kitione; Sailesh Kumar Sen ([saileshk@spc.int](mailto:saileshk@spc.int)); Salote Rokotogalevu; Aminiasi Driu; Moses Chandra; Saiyaz Mohammed; Rajendra Prasad; cvce; Fazrul Rahman; Jawal Mangal; Rokobua Naiyaga; Shereen Buksh; Saras Krishnan; mahendra\_kumar\_recipient; Subhash Appana; Neil Sharma; Amrita Sharma

**Subject:** Re: GRAPHIC DESIGN

Dear All

I am extremely delighted with this news.This shows quality of teaching and its subsequent impact.When our students create impact and shows competence at/in work ;it's a sign of an effective teaching.I must thank Salesh for this and Dennis for providing leadership.

Best Wishes

Hasmukh

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** Dennis Sen

**Date:**28/10/2014 1:01 PM (GMT+12:00)

**To:** Hasmukh Lal

**Cc:** Pasirio Kitione , "Sailesh Kumar Sen ([saileshk@spc.int](mailto:saileshk@spc.int))" , Salote Rokotogalevu , Aminiasi Driu , Moses Chandra , Saiyaz Mohammed , Rajendra Prasad , cvce

**Subject:** FW: GRAPHIC DESIGN

Hi Hasmukh,

Please note the email from Mrs. Peckham who son Alexander Peckham was chosen for the best logo design.

Regards,

Dennis

of 2

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**From:** Sherese Peckham [<mailto:sherese@hfc.com.fj>]

**Sent:** Tuesday, October 28, 2014 11:52 AM

**To:** Dennis Sen; 'alexander peckham'

**Cc:** Dennis Sen; Renu Devi

**Subject:** GRAPHIC DESIGN

Bula Dennis,



My son Alexander Peckham attended the Certificate of attainment in graphic design CVCE offered in May 2014.

He participated in a competition for design of logo for Fiji basketball Oceania and his design was chosen. It was launched on 17/10/2014 by the Minister of Youth.

Thought I'd share his success story with you.

Are you planning on offering any more advanced courses in graphic design?

Await your response.

Vinaka



**SHERESE PECKHAM | Manager Insurance Services**  
HFC Bank, Level 1, 371 Victoria Parade  
P.O. Box 164, Suva, Fiji. Telephone: (679) 323 9142  
Mobile: (679) 999 1412 Facsimile: (679) 323 9170  
Website: [www.hfc.com.fj](http://www.hfc.com.fj)

**To Be Fiji's Bank of Choice** by Serving our People with Innovative Financial Solutions and Beyond.

**From:** alexander peckham [<mailto:alexander.peckham11@gmail.com>]  
**Sent:** Tuesday, 14 October 2014 3:41 PM  
**To:** Sherese Peckham; Sherese Peckham  
**Subject:** Fwd: Re: Logo & Write Up

This this the final 4 not sure which one they going to use...I think all 4

This email may contain information, which is confidential and/or privileged. The information is intended solely for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents is prohibited. If you have received this electronic transmission in error, please notify the sender by telephone or return email and delete the material from your computer. HFC Bank Tel: +679 331 6555 Web: [www.hfc.com.fj](http://www.hfc.com.fj) This email message has been scanned for viruses.

This email may contain information, which is confidential and/or privileged. The information is intended solely for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents is prohibited. If you have received this electronic transmission in error, please notify the sender by telephone or return email and delete the material from your computer. HFC Bank Tel: +679 331 6555 Web: [www.hfc.com.fj](http://www.hfc.com.fj) This email message has been scanned for viruses.

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www.sopac.org  
Email: director@sopac.org  
SPC Suva Regional Office



SPC Headquarters  
BP DS  
98848 Noumea Cedex  
New Caledonia  
Telephone: +687 26 20 00  
Fax: +687 26 38 18

Dear Sir or Madam

**General reference for Mr Sailesh Kumar Sen**

I have worked with Mr Sen for over three years now at SOPAC. During this time, Mr Sen has provided extensive layout and typesetting services on products I have generated as part of my work here. Mr Sen's work has always been of excellent quality, produced in a timely way and with a genial manner. He have a critical eye for balance and structure and is extremely innovative in how he puts together concepts and images to create a professional and inspiring product. All products he has created for me have been excellent.

I wish to draw your attention to a most recent service that he performed, in organizing the presentation of a recent text book *Economics of Natural Resource and Environmental Project Management in the Pacific*. This highly technical text extends for 160 pages and includes a variety of complex and detailed figures. Not only did Mr Sen take the original extensive text and images from WORD and re-create them entirely to generate a consistent and easy to follow book, he also contributed to correcting editorial errors and creating ideas for how to make the book easier to read to the general public. He went out of his way to ensure that the images used in the book were of the most relevant and highest quality, accompanying me to take several photos himself to ensure the best possible images could be used. Several of the final photos in the book are his own.

I commend fully to you Mr Sen for any work that you may have concerning layout and typesetting. His commitment to his work is impressive and I have to say that he is personally a delight to be around. The quality of his work is beyond doubt. Should you choose to work with him at any point, I can only expect that you would be very content with him.

Please do contact me should you have any queries.

Yours sincerely

A handwritten signature in black ink that reads 'Paula Holland'.

PAULA HOLLAND  
Manager, Natural Resources Governance

12<sup>th</sup> April 2011

## Reference for Sailesh Kumar Sen

### TO WHOM IT MAY CONCERN

I have worked with Sailesh for the past 3 years when he joined the SOPAC Division of SPC as the Graphic Artist. I feel that Sailesh is highly qualified in the field of Graphics for several reasons.

Sailesh has been a tremendous asset to the SOPAC Division. He has been highly instrumental in contributing to the publication and publicity outputs for various water and sanitation projects which I coordinate including drinking water safety planning, water quality monitoring, water demand management and sanitation and hygiene. Some of his work examples on layout and design for publications targeted for my work include:

- Designing a Drinking Water Quality Monitoring Programme (2008)
- Water Quality Monitoring Case Example – RMI (2008)
- Poster designs of water quality and water safety (2008-2011)
- Banners for important events such as World Water Day and Global Handwashing day celebrations (2008-2011)
- World Water day awareness campaign resources, banners, posters and stickers (2011)

He consistently delivers high quality work products, meets or exceeds deadlines, and assists me to provide a professional finish to my various publications. When we were under an especially strict timeline on the 2011 World Water Day resource and awareness materials, he worked a lot of overtime to ensure us, the clients, were pleased.

Sailesh exemplifies good and professional character. He is trustworthy, reliable, very dependable, and I highly recommend him for a position at any relevant organisation.

If you have any questions, feel free to contact me at (679) 3381377 ext 261 or [Tasleem@sopac.org](mailto:Tasleem@sopac.org).



Tasleem Hasan

Water Services Coordinator  
Applied Geoscience and Technology Division (SOPAC)  
Secretariat of the Pacific Community (SPC)





# FIJI INSTITUTE of TECHNOLOGY

## Examination Result

P.O.Box 3722, Samabula, Suva, Fiji Islands  
Tel: (679) 338 1044. Fax: 337 0375.  
e-mail: academic@fit.ac.fj

**Name:** Sen Sailesh Kumar  
**Address** PO Box 576  
Ba

**Student ID** 2007003447

**Sponsor:**

**School:** School of Arts, Culture & Design

**Programme:** Trade Certificate in Graphic Design

**Duration:** 16 weeks **From:** 19 February 2007 **To:** 29 June 2007

Unit Code	Unit Name	Grade
D 3101	Layout & Design I	A+
D 3104	Print Production I	A+
D 3202	Graphic Pre Press I	A
D3103	Computer & Graphic Design I	A+
G 2103	Communication Studies II	B+

Kolinio Meo  
Director  
17 August 2007

Any erasures or alterations of the above will invalidate the results







NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION  
AUSTRALIA

**Statement of Attainment**  
in  
**Web Design Skills**

awarded to  
**SAILESH KUMAR SEN**

September, 2008

Western Sydney Institute  
RTO Provider No. 90000



NATIONALLY RECOGNISED  
TRAINING

5669272

  
*M. Corbett*  
Managing Director

This Statement of Attainment is recognised within the Australian Qualifications Framework.  
Units are reported on the Transcript of Academic Record or Statement of Competencies Achieved.

# WESTERN SYDNEY INSTITUTE

RTO Provider No. 90000

Student No.: 338873816

Student Name: SAILESH KUMAR SEN

NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



SAILESH KUMAR SEN  
TRAINING AND PRODUCTIVITY  
AUTHORITY OF FIJI  
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NASINU FIJI

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## TRANSCRIPT OF ACADEMIC RECORD as at 27-OCT-2008

Having been assessed in accordance with the requirements of the

### ICA05 Information and Communication Technology Training Package

you are eligible to receive

#### Statement of Attainment in Web Design Skills

YEAR	CODE	UNIT	RESULT
2008	CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product	Distinction
2008	ICAA4142A	Design a website to meet technical requirements	Distinction
2008	ICAA4233A	Determine and apply appropriate development methodologies	Distinction
2008	ICAB4135A	Create a simple mark up language document to specification	Distinction
2008	ICAB4137A	Produce basic client side script for dynamic web pages	Distinction
2008	ICAB4171A	Develop cascading style sheets	Distinction
2008	ICAT4183A	Confirm accessibility of website for people with special needs	Distinction
2008	ICAU4207A	Apply web authoring tool to convert client data for websites	Distinction

Page 1 of 1

END OF TRANSCRIPT

The above results were achieved through enrolment in TAFE NSW course  
19046 Statement of Attainment in Web Design Skills

This statement is issued without  
alteration or erasure of any kind

MANAGING DIRECTOR

## WaterMacro Best Poster from 89 International Country\_Tasleem Poster.pdf

Zimbra Collaboration Suite

sailsh@sopac.org

RE: Best Poster - WaterMicro 2011  
Symposium

September 25, 2011 6:33:05 PM  
GMT+12:00

From: russell@sopac.org

To: tasleem@sopac.org; watersector@sopac.org

Cc: mohinish@sopac.org; lala@sopac.org; sailsh@sopac.org

Folks ...Please can we have a Press Release by cob Monday

Tasleem Sailsh..... Congratulations and well done

**Dr Russell Howorth**

**Director**

Pacific Islands Applied Geoscience Commission (SOPAC), and  
SPC Applied Geoscience and Technology Division (SOPAC)

Postal Address: Private Mail Bag, GPO, Suva, Fiji Islands

Street Address: Mead Road, Nabua, Fiji Islands

Tel. +679 338 1377 Ext. 306 | Fax +679 337 0040 | Mobile +679 992 1584 |

Email: [russell@sopac.org](mailto:russell@sopac.org) URL: [www.sopac.org](http://www.sopac.org)

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**From:** Tasleem Hasan [mailto:[tasleem@sopac.org](mailto:tasleem@sopac.org)]

**Sent:** Sunday, 25 September 2011 6:22 PM

**To:** SOPAC Water Sector

**Cc:** 'Russell Howorth'; 'Mohinish Kumar'; 'Lala Bukarau'; 'Sailsh Kumar Sen'

**Subject:** RE: Best Poster - WaterMicro 2011 Symposium

Hi team,

Further to the trip report, I wanted to share that our Poster was voted as the Best Poster from a total of 89 international Posters presented during the symposium. It was great to have received this recognition at such a global gathering, enhancing the image of SOPAC Division, SPC. Certificate is attached.

Sailsh, thanks for the excellent work on the Poster layout, and Lala thanks for the continued support of PLU.

Poster was on "Managing the risks of pollution at catchment level through drinking water safety planning", a case example from Niue.

Cheers  
Tasleem

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**From:** Tasleem Hasan [mailto:[tasleem@sopac.org](mailto:tasleem@sopac.org)]

**Sent:** Sunday, September 25, 2011 6:08 PM

**To:** [everyone@sopac.org](mailto:everyone@sopac.org)

**Subject:** Trip Report - WaterMicro 2011 Symposium

Dear all,

Please find my trip report to the Water Related Health Microbiology symposium held in Rotorua, New Zealand from the 19-23 Sept 2011 at the following link -  
<http://dev.sopac.org.fj/TripReport/tripReport/show/950272>

Please let me know if you have any clarifications to make.

Best regards

Tasleem



The University of the South Pacific  
Private Mail Bag, Laucala Campus  
Suva, Fiji

Ph: (679) 323 1223  
Fax: (679) 323 1220  
[www.usp.ac.fj](http://www.usp.ac.fj)

June 26, 2014

### To Whom It May Concern

I hereby confirm that Sailesh Sen is contracted as Consultant Facilitator on part time basis with the Centre for Vocational & Continuing Education (CVCE) at the University of the South Pacific (USP). The current contract is valid till 31<sup>st</sup> of December, 2014 with subject to renewal.

Services of Sailesh were engaged due to his vast experience and expertise in Graphic Design. He taught the said module in Professional Diploma in Business Computing (PDBC) and conducts professional short trainings on ongoing basis. CVCE is the vocational arm of University and has found that Sailesh has right industry background to teach these courses. Sailesh received high accolades from his students in terms of delivery and content expertise.

Sailesh has demonstrated utmost professional commitment in his role as facilitator and I have no hesitation in recommending him to join any institutions or growth in his career.

Sincerely

Mr. Hasmukh Lal  
Director-Centre for Vocational & Continuing Education (CVCE)  
The University of the South Pacific

## Major SPC Projects and Events.pdf

### SPC, SOPAC, and SPREP Merger Agreement

*Was Part of this historic event Document compiling and print production with special specs*

### SPC Financial Statement

*SPC - Supporting Noumea Publications Team, SPC Consultants with the compiling together with graphics & layout, attention to details was required when dealing with such document production, communication and web-base materials*

### Adapting to Climate Change and Sustainable Energy (ACSE) Programme

*SPC, EU-GIZ - Communication design eg. Pamphlets, Posters, Banners, Pull-up Banners, Plaques, Press Release, communication and web-base materials, etc*

### Framework for Resilient Development in the Pacific (FRDP)

*SPC, Pacific Resilience Partnership (PRP), Small Island Developing States (SIDS) in the Pacific are leading this work. Provided graphics and formatting support to FRDP materials eg. FRDP Report, FRDP Brochure, FRDP communication and web-base materials*

### World Water Day (WWD)

*SPC, EU and UN Water WWD - Managed the production of wide range of communication designs and campaign materials eg. Press Release, Posters, Banner, Calendars, Illustrations, Professional Photography, Promotional Items (caps & T-Shirts, USB, etc)*

### Tide Prediction Calendars - Climate and Oceans Support Program in the Pacific (COSPPac)

*AusAid, SPC, and Climate and Oceans Support program - This was one of the major event where huge support was given to the COSPPac Team in the production Tide Prediction Calendars for 23 Pacific locations in Digital and Traditional formats*

### Niue National Building Code 2019

*Pacific Building Standards Project (PBSP), Joint National Action Plan for Climate change and Disaster Risk Management, SPC - Provided compiling and graphics formatting support together with the production of this Niue Government Document which is tasked with formulating practical measures to combat cyclones and reduce suffering and destruction*

### Technical and Educational Posters - Climate and Oceans Support Program in the Pacific (COSPPac)

*AusAid, SPC, and Climate and Oceans Support program - Production of many Ocean Science Technical Posters for the countries in Digital and Traditional formats*

### Pacific Community Centre for Ocean Science (PCCOS)

*SPC-GEM Project - Managed the production of Communication materials go for COP eg. Posters, Pull-ups, Stickers, web-base materials, etc*

## Biofuel Project

*CTA Project - Production of biofuel from coconut oil was an interesting process to see and be part of the production of this Projects communication and campaign materials eg. Banners, Posters, Professional Photography, Brochures, attending workshops, etc*

## Pacific Disaster Risk Financing & Insurance Programme (PCRAFI)

*SPC, WB, EU, GFDRR - I was the designer of the World Bank funded SPC Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI) logo with positive results and feedback from partners. Samantha Cook, WB DRFI Specialist said, "Big vinaka vaka levu for the superb logo; a very positive response all over the world." Oliver Mahul, WB's DRFI Program Manager added, "Indeed! Million thanks, Sailesh for this inspiring logo, which features so well the Pacific region!". Managed the formatting and production of PCRAFI communication materials eg, Notepad, Banners, Reports, Pull-ups, Folders Stickers, Invitations, Meeting materials, Web-base materials, and many more*

## PIEMA

*SPC, DFAT, MFAT and Donor Partners - Communication and Web-base materials eg. Brochures, Flyers, Stickers, Pull-ups, Reports, Posters, Nametags, Illustrations, etc*

## Pacific Resilience Partnership (PRP)

*The Pacific Resilience Partnership (PRP) is the umbrella implementation mechanism for the FRDP and was established in 2017 - Managed the production of PRP communication materials, Social media infographics and meeting materials eg. PRP Booklet, Hanging Banner, Nametags for Volunteers, Media, SPC Team, Participants, Taskforce, Pull-ups, Speech Bubbles Frames, Partner Logos and many more Web-base materials*

## Regional Synthesis Report of the Pacific Climate Change and Disaster Risk Finance Assessments

*USAID, SPC, and PIFS -*

## Kiriwatsan II

*This another huge event where I managed the production of Kiriwatsan II Project communication materials, Social media infographics and meeting materials eg. 35 Village Decals, Plaques, Signboards, Booklet, Hanging Banner, Pull-ups, Promotional items, Illustrations, Posters, Logos and many more Web-base materials*

## Kreditanstalt für Wiederaufbau (KfW)

*Formatting of Technical Reports for Kreditanstalt für Wiederaufbau (KfW) eg. Hydrographic survey report, Lenakel, Tanna, Vanuatu; Probabilistic cyclone and swell-driven inundation hazard assessment, Lenakel, Tanna, Vanuatu; Topography survey report Lenakel, Tanna, Vanuatu Report; Tsunami hazards assessment, Lenakel, Tanna, Vanuatu, digital and Traditional formats. Also managed the production of KFW 120 A0 Poster printing in-house together with lamination, when no one in Fiji was in a position was in a position to meet the quality required by the SPC experts, I was the only one to produce the best result.*

## NZ Water Security Project

*Communication and promotional items - T-Shirts, Reports formatting to SPC standard, Banners, etc*

## The Pacific Competencies Model (PCM) - A Process and Toolkit for Skills Development

*A toolkit developed by the Pacific Resilience Programme (PREP), The Pacific Community (SPC), and funded by The World Bank. Managed the compiling, formatting and design of the Toolkits for PCM eg. A Practitioner's Guide; PCM Competency Framework- Emergency Management; PCM Understanding TVET- Accredited and Non-accredited; PCM Learning and Training Needs Analysis- Emergency Management, together with web base materials, etc*



### Deep Sea Minerals (DSM) Project

*Production of 17 country information brochures as part of its information-sharing initiative in Rarotonga. With only five days to produce an ISA information brochure, a Regulatory Framework for Deep Sea Minerals Book and updated designs for the country brochures, I completed the task and provided quality products with high praise and thanks from the DSM team, showed my professionalism and work ethics.*

### French Polynesia Project

*French Polynesia Project Reports conducted under the European Union (EU)-funded Overseas Countries and Territories (OCT) Disaster Risk Reduction (DRR) project demonstrated my strong problem solving skills. This initiative focused on the quantification of the storm surge hazard in the Tuamotu Archipelago and the proposed cost-effective adaptation solutions. I was tasked to complete the layout and design of 10 reports, averaging 60-pages each in both French and English, in just seven days. I worked around the clock to produce professional quality reports on-time for presentation to the EU in FSM, resulting in positive recognition for the project and SPC.*

*"I have provided my expertise, raising the quality of SPC's visibility, on 'Hundreds' of SPC Projects in 11 years, which gave me opportunity to be part of 'Thousands' of SPC communication and visibility Products, produced the best results, setting a standard of international class for SPC that was recognised by all participants and throughout the Pacific with comments such as, some SPC experts said a Magician, The Best, a Lifesaver, Trillion Thanks, a Plate Coated with Gold, Genius, Intellectual and many more, can provide details if required."*