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| KUNSEI AINUI | RESUME | |
| 2/4/2011 | Residential  Address | Correspondence Address |
|  | Bemlon Street, Gosok Place  Section 160, Lot7 P.O Box 124, Diwai, Madang, PNG Phone:+675 79716677 Email: kunseiainui@gmail.com  http://www.linkedin.com/in/kunseianui | C/- MODILON GENERAL HOSPITAL P. O BOX 2119 Madang Papua New Guinea |
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|  | Objectives  To do my best in everything I do.  Education   * Divine Word university 2015 – 2017 Bachelor’s Degree in Business studies Accountancy * Divine Word University (DWU)-2006   Diploma in Business Management ( Accountancy)   * **Sogeri National High School (SNHS)-2003** Higher School Certificate (Grade 12) Computer Studies Certificate * **Kambubu Adventist Academy (KAA)-2001** High School Certificate (Grade 10) * **Kambubu Adventist Academy (KAA)-1999** Certificate of Basic Education (Grade 08)   experience  Present Since 31/07/2013, Payroll officer, Modilon General Hospital Duties:    Data Entry of Employee pay variations forms for pay processing   Make employee leave bookings for leave entitlements payout.   Prepare fortnightly Employee Pay Summary Reports using MS Access.   Attend employee pay enquiries.   Liaise with other stakeholders i.e. Nambawan Super Limited and Saving & Loans Societies, Department of Personnel Management and Department of Finance.   Ensure all payroll data entries comply with PNG General Orders and other Associations MOA such as: CHW Agreement, HEO Agreement and National Doctors Association before actual disbursement.   Pay slips (SOE) Printout for Employees.¨ Preparing Year-to-Date report on personal Emoluments for budget purposes using MS Access 2010.¨ Assist the Recruitment & OD Officer carry out the recruitment & selection process by creating a Recruitment & Selection Database.**11-January-2012 to 13-March-2013,  Payroll Officer,  FRG Clothing Limited** Duties: (Complete management and administration of the Company Payroll)Prepare Time card summary report for all employees of the company for processing with Attaché payroll.  Liaise with Port Moresby and Lae branch regarding their Time Sheet for payroll processing.  Created Database program using MS Access to records time-card details and provide time card summary report to Payroll processing purposes. (Total Number of Employees including Executive Management-200)¨ Complete check on processed payroll reports against Timesheet summary reports for quality and accuracy every fortnight. Ensure all employees’ pay variations request has been captured for the fortnight and pay slips dispersed respectively after actual pay disbursement.¨ Liaise with BSP Bank regarding Kundupei Transactions on a fortnightly basis. Assist employee regarding pay differences after disbursement.¨ Arrange with Attaché for employee training on current software updates.¨ Do payroll reconciliation.¨ Prepare Nasfund remittance, IRC Group Tax and submit on a monthly basis. Maintain records of all payments made for budget purposes.¨ Prepare and assist retired employees regarding Nasfund (Superannuation) refund proces.¨ Respond to Provincial Labour office correspondence regarding employees pay and other benefits.¨ Prepare final Entitlements Calculations for terminated and retired employees.¨ Notify Executive Management regarding Payroll Discrepancies for planning and budget purposes.¨ Maintain Employees Profile on any updated information.¨ Maintain records of Employees Leave records i.e, Sick Leave, LWOP, Annual Leave, Long Service Leave.   Admin ClerK-12/04/2010 to 24/06/2011 Nambawan Super Ltd-Madang P.O Box 142, Madang Ph: +675 422 0244 Fax: +675 422 0255 Email: [nslmadang@nambawansuper.com.pg](mailto:nslmadang@nambawansuper.com.pg)  Duties: General typing of business correspondence Record inward/Outward correspondence File Documents Assist Liaison Officer conduct awareness and marketing Compile monthly reports as per supervisors instructions Do other duties as directed by Regional Support Officer  Finance/Admin Assistant, 01/12/2009 - 09/04/2010 PATHFINDER INTERNATIONAL-PNG P.O Box 183, Diwai Madang Ph: 422 0880, 422 0792|Fax: 422 0966|website: [www.pathfind.org](http://www.pathfind.org)  DUTIES:  Payroll processing Banking duties Payroll reports-monthly Banking reconciliation-USD Account & PGK Account. Cheque voucher posting into QuickBooks V9 Prepare monthly reports for US HQ Settling credit accounts Raising Cheques  Storeman/Purchase Clerk, ------ - 27/11/2009 COCONUT OIL PRODUCTIONS MADANG LTD (COMPL) P.O Box 1235 Ph: 422 1368|Fax:422 1370  DUTIES:  Recording issuance & receipts of Storehouse materials Check stock levels make purchase of stock items Outsource local & international Suppliers. Prepare purchase orders, organize delivery of purchased items Prepare purchase reports for Stock items on monthly basis.  Accounts Clerk, 18/09/2008 – 18/09/2009 JANT LIMITED P.O BOX 714, Madang Ph: 422 2700|Fax: 422 3017  DUTIES:  Payroll processing using attaché Payroll for 500+ employees. Bank Reconciliation-Operating account Cheque processing Assist in preparing monthly expense reports. Data entry of Journal Entries. Cheque withdrawals Prepare payroll reports & reconciliation on monthly basis  Inventory Clerk, 21/03/2007 – 22/04/2008 SANTI FORESTRY LIMITED P.O Box 185, Madang Ph: 422 1194|Fax:422 1705  DUTIES Create inventory system with MSAcess Record Issuance & receipt of inventory Prepare monthly & yearly consumption report Inventory physical count Inventory coding and pricing for reporting purposes Maintain Machinery repair records  Warehouse Clerk,24/09/2006 – 16/03/2007 RD FISHING LIMITED P.O Box 2113, Madang-Vidar-NCR Ph: 422 3031|Fax: 422 3042, 3047  DUTIES:  Stock transaction Data Entry with MIS inventory System Supply food rations for fishing vessels on monthly basis Year-end inventory count and data entry  skills   * Database management with Microsoft Access * Typing Speed 50 wpm * Self Starter * Innovative, Attention to Details * High Analytical skills   REFEREES  BONNIE EMOS FRG CLOTHING LIMITED P.O BOX 448 Madang Ph:+675 422 2833/2075 Fax: 422 4110 Mobile: 72245817 Email: frgclohtinghr@gmail.com  AUGUSTINE SIAMOLLI MODILON GENERAL HOSPTIAL P.O BOX 2119, MADANG Ph: 424 0800 ext 864 Email: [quekarah1488@gmail.com](mailto:quekarah1488@gmail.com)  VINCENT KETO DIVINE WORD UNIVERSITY P.O Box 483, Madang Ph: 424 1232 Email: vketo@dwu.ac.pg |
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