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| KUNSEI AINUI | RESUME |
| 2/4/2011 | Residential Address | CorrespondenceAddress |
|  | Bemlon Street, Gosok Place Section 160, Lot7P.O Box 124, Diwai, Madang, PNGPhone:+675 79716677Email: kunseiainui@gmail.com http://www.linkedin.com/in/kunseianui | C/- MODILON GENERAL HOSPITALP. O BOX 2119MadangPapua New Guinea |
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|  | ObjectivesTo do my best in everything I do.Education* Divine Word university 2015 – 2017Bachelor’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)

experiencePresent Since 31/07/2013, Payroll officer, Modilon General HospitalDuties:  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 24/06/2011Nambawan Super Ltd-MadangP.O Box 142, MadangPh: +675 422 0244Fax: +675 422 0255Email: nslmadang@nambawansuper.com.pgDuties:General typing of business correspondenceRecord inward/Outward correspondenceFile DocumentsAssist Liaison Officer conduct awareness and marketingCompile monthly reports as per supervisors instructionsDo other duties as directed by Regional Support OfficerFinance/Admin Assistant, 01/12/2009 - 09/04/2010PATHFINDER INTERNATIONAL-PNGP.O Box 183, DiwaiMadangPh: 422 0880, 422 0792|Fax: 422 0966|website: [www.pathfind.org](http://www.pathfind.org)DUTIES: Payroll processingBanking dutiesPayroll reports-monthlyBanking reconciliation-USD Account & PGK Account.Cheque voucher posting into QuickBooks V9Prepare monthly reports for US HQSettling credit accountsRaising ChequesStoreman/Purchase Clerk, ------ - 27/11/2009COCONUT OIL PRODUCTIONS MADANG LTD (COMPL)P.O Box 1235Ph: 422 1368|Fax:422 1370DUTIES: Recording issuance & receipts of Storehouse materialsCheck stock levels make purchase of stock itemsOutsource local & international Suppliers.Prepare purchase orders, organize delivery of purchased itemsPrepare purchase reports for Stock items on monthly basis.Accounts Clerk, 18/09/2008 – 18/09/2009JANT LIMITEDP.O BOX 714, MadangPh: 422 2700|Fax: 422 3017DUTIES: Payroll processing using attaché Payroll for 500+ employees.Bank Reconciliation-Operating accountCheque processingAssist in preparing monthly expense reports.Data entry of Journal Entries.Cheque withdrawalsPrepare payroll reports & reconciliation on monthly basisInventory Clerk, 21/03/2007 – 22/04/2008SANTI FORESTRY LIMITEDP.O Box 185, MadangPh: 422 1194|Fax:422 1705DUTIESCreate inventory system with MSAcessRecord Issuance & receipt of inventoryPrepare monthly & yearly consumption reportInventory physical countInventory coding and pricing for reporting purposesMaintain Machinery repair recordsWarehouse Clerk,24/09/2006 – 16/03/2007RD FISHING LIMITEDP.O Box 2113, Madang-Vidar-NCRPh: 422 3031|Fax: 422 3042, 3047DUTIES:Stock transaction Data Entry with MIS inventory SystemSupply food rations for fishing vessels on monthly basisYear-end inventory count and data entryskills* Database management with Microsoft Access
* Typing Speed 50 wpm
* Self Starter
* Innovative, Attention to Details
* High Analytical skills

REFEREESBONNIE EMOSFRG CLOTHING LIMITEDP.O BOX 448MadangPh:+675 422 2833/2075 Fax: 422 4110Mobile: 72245817Email: frgclohtinghr@gmail.comAUGUSTINE SIAMOLLIMODILON GENERAL HOSPTIALP.O BOX 2119,MADANGPh: 424 0800 ext 864Email: quekarah1488@gmail.comVINCENT KETODIVINE WORD UNIVERSITYP.O Box 483,MadangPh: 424 1232Email: vketo@dwu.ac.pg |
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