

**PERSONAL DETAIL**

* **Name: Alphonse Kose Jnr**
* **Sex : Male**
* **Age : 30**
* **Province of Origin: Gulf/Central**
* **Place of residence: Waigani, Port Moresby**
* **P.O Address: Alphonse Kose C/-Dorothy Sasaking P.O Box 2267 Vision City Waigani National Capital District**
* **MB: 73148224/75632150/76711116/75264979/72996632**
* **Email: alphonsekose1@gmail.com**

**EDUCATIONAL BACKGROUND**

* **Year 2004- Certificate of Basic Education Grade8- Waigani Primary School**
* **Year 2006- Certificate of Higher Education Grade10- Gerehu Secondary School**
* **Year 2008- Certificate of Higher Education Grade12-Gerehu Secondary School**
* **Year 2011- Certificate in Business Management – Port Moresby Business College**
* **Year 2012- Diploma in Business Management- Port Moresby Business College**
* **Year 2014- Staff Induction Certificate-Nambawan Super Ltd**
* **Year 2016- Certificate in Customer Service-Coles International Training (Nasfund)**
* **Year 2020- HSQE Certificates-Applus Velosi**

**Employment Career Experience**

* **6months casual(2013) - Admin Assistant PNGIPA**
* **Dealing with students enquiries.**
* **Organising and sorting of certificates.**
* **Assisting in procurement of staff necessary equipment.**
* **Filing**
* **Learning basic procedures to do with office administration.**
* **Years 2013 to 2014- - Scanning/Benefits Clerk Nambawan Super Ltd**
* **Scanning and filing of withdrawal claims**
* **Screening withdrawal claims, updating of accounts**
* **Keeping tallies and records of applications for withdrawal**
* **Learning to use Microsoft Word/Excell**
* **Serving as a benefits officer over the counter dealing directly with customers**
* **Learning the process of withdrawals with superannuation**
* **Learning basic banking procedures**
* **Years 2015 to January 2018 - Benefits/Client Service Officer Nasfund**
* **Dealing directly with records section.**
* **Filing.**
* **Serving as a call centre officer.**
* **Client service officer screening applications for all different types of payments.**
* **Learning a lot on the Superannuation Act/Law**
* **Gained knowledge of key banking procedures**
* **November 2018 to April 2019– Assets Audit Officer (Casual) -ABT ASSOCIATES**
* **Data Entry of Assets**
* **Collecting Information on Assets which depreciate.**
* **Assist in procurement of items.**
* **Auditing of Assets**
* **July 2020 to Current- Information Management Administrator-Applus Velosi**
* **Digital Auditing of closed refugee files**
* **Archiving and record keeping**
* **Setting up interviews for refugees**
* **Assisting in admin duties**
* **Issuing Allowances for refugees**
* **Duty runs for Purchase Orders**
* **Preparing Schedules and Summary reports for allowance for Refugees**
* **Mending the Internet Café @ Applus**
* **Setting up interviews for refugees**

**SUMARY**

* **A Client Service Officer/Admin Officer by profession with 5years experience in Administrative Duties, have completed my Diploma & Certificate in Business Management and also completed short training throughout my employments.**
* **I am now employed on my second project job for Refugee welfare were as when I was with ABT Associates was for Health and Education improvement for rural areas under AUSAID.**
* **Eager to learn new things and strive to give my best for the interest of the organisation.**
* **Carrier strength in administrative and financial roles.**
* **Most recently in procurement data registry**

**KEY STRENGHTS**

* **Experience in Administrative Procedures**
* **Experienced in Records/Filing**
* **Customer/Client Oriented skills**
* **High Level computer skills, outlook,excel,word,power point & publisher**
* **Ability to learn first and gain more**
* **A team player and self-starter**
* **Ability to work under pressure unsupervised**

**HOBBIES**

* **Listening to music**
* **Reading**
* **Playing sports(touch footy & soccer)**
* **Touring and seeing new places**

**REFEREES**

1. **Ms Sere Mairi**

**Applus Velosi**

 **P.O Box 1995**

 **Port Moresby**

 **NCD**

 **Email:** Sere.mairi@applus.com

 **Phone: 70915451**

1. **Mr Josephat Teyson**

**ABT Associates**

**P.O Box 591**

**Waterfront**

**NCD**

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1. **Ms Chloe Hebore**

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