Helen Kalanisi

C-/Willie Kalanisi

BNG Trading

P O Box 79

Lae

Email address: hkalanisi56@gmail.com

Mobile#73343223 or 71901074

PNG Power Ltd

P O Box 1105

Boroko, NCD

Email address: recruitment@pngpower.com.pg

**Attention: PPL Recruitment Team**

**Subject: Applying for Data Assessing & Compiling officer**

I **Helen Kalanisi (Ms)** wishes to express my utmost interest in applying for Data Assessing & Compiling officer with PNG Power Ltd which was advised recently.

Iam qualified as per my curriculum vitae attached herewith I’ am confident in my capacity that I’m the most suitable candidate for this Data Assessing and Compiling officer vacancy, to perform to the best of my ability, should you offer me a position to join your great organization as PNG Power Ltd, who contributed enormously towards PNG’s development over the Years.

I have acquainted with skills and Knowledge in the field office Administration, Receptionist, office assistant and Finance on duties such as filing attend to clients quires, accounting duties (accounts receivables, banking/preparing debtors reports, invoicing, petty cash plus ad-hoe task

I‘ve worked with BNG Trading as a admin assistance for almost three (3) years from 2011-2014 from 2014-2016 I applied as a Admin and Finance officer with Oceanic communication and worked for 2years.Now I am currently working with Professionals Real Estate as a Admin Assistance and Accounts Receivable.

Iam young and confident physically, socially and mentally fit which means I am equipped and ready to overcome any task or challenges that come my way.

I ‘am so much interested to be part of PNG Power Ltd to Serve as a Data Assessing and Compiling officer and to be committed worker to serve PNG Power Ltd in my capacity fully if given a chance in the near future.

Thank you very much

Yours faithfully

Ms Helen Kalanisi (applicant)