

Bernadette Nangoi – CV

Name: Bernadette Nangoi
Date Of Birth: July 22nd, 1993.
Gender: Female
Marital Status: Married
Religion: Catholic

Contact Address.
Digicel # 79471256
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[BSP Kokopo](mailto:C/-Janet Kirkman)

Tertiary Qualification

1. Kokopo Business College	Diploma In Business Man	2012	-	2013
2. Kokopo Secondary School	Grade 11 - 12	2010	-	2011
3. Hutjena Secondary School	Grade 9 - 10	2008	-	2009
4. Gogohe Primary School	Grade 3 - 8	2002	-	2007

Other Skills.

1. PC Microsoft Word, Microsoft Excel, Speak Fluent English , SAP , POS , ROA , Wind ward, Email ,MYOB

Main Attributes.

- ◊ A highly process driven work style.
- ◊ Self starter that will be accountable for team success.
- ◊ Hands on Management experience, Admin, Purchasing, Accounts Payable , Sales & Marketing
- ◊ Team player.

Skills and Experience.

- ◊ Strong networking skill.
- ◊ Articulate presenter and communicator.
- ◊ Experience in Purchasing , Sales , Accounts

Duties / Responsibilities.

- ◊ Analyzing Of Daily,Monthly,Yearly Sales Figures for all Branches
- ◊ Lias with Customers & Suppliers (Selling Products)
- ◊ Raise Purchase Orders/Stock Transfers and Stock Takes
- ◊ Banking & Timesheets , Posting , Paying off Creditors , Payroll
- ◊ Customer Service & Tour Guide
- ◊ Merchandising

Employment History.

	Name Of Company	From	To
1. P/A & Purchasing Officer	NGIP Agmark	2014	2015
2. Event Ambassador	National Mask Festival	17th	21th July 20
3. Sales Merchandiser	Laga Industries	1st	30th Decem
4. Accounts Officer	Rapopo Plantation Resort	16th	13th May 20

Business Referee

1. Joshua Matiha ; NGIP Agmark Kokopo HR Manager. Ph. 9829055 / jmatiha@agmark.com.pg
2. Nicole Urakupa; NGIP Agmark Purchasing Supervisor. Ph. 9829055 / nurakupa@agmark.com.pg
3. Hanzel Nangoi ; Digicel PNG , Senior Commercial Executive. Phn. # 72221219.