**CYJOH OLDHAM WAINGUT**

**Business Accounting | Client Relations | Marketing | Security Protocol & Management | Human Resource**

**Sec: 41 Lot: 18, Malendok Street, Number 4 Compound, Kavieng Town.**

**Future Designs P. O. Box 1742, Waterfront, National Capital District, Papua New Guinea |Phone: (+675) 7655410 / (+675) 745 25284 | Email:** **cyjohwaingut@gmail.com**

**PROFESSIONAL SUMMARY**

Goal Oriented and motivated with proficiencies in policies and procedures with designed human resource development using traverse, strategic methods enable with multi-racial teams demonstrating the authenticity of PNG.

**One Word Definition: DISTINCT**

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| **SYSTEMS** | **SKILLS** | **COMPETENCIES** |
| * Microsoft Office
* MYOB System
* Google Applications
* Social Media Platforms
* Able Payroll Systems
* BSP Kundu Pei
* Web Page Domain (Word press)
 | * Financial Reporting
* Donor Acquittal & Reporting
* Financial Auditing
* Online Marketing
* Business Development
* Emergency Strategy Planning
* Operational Safety & Security
* Organisational Policies & Procedures
 | * Communication (English, Tok-Pisin & Motu)
* People Skills & Team Player
* Analytical & Creative
* Mental Health Awareness
* Security, Safety & Fire Hazards Awareness
* Hazard Spills & Containment Awareness
* Integrity/Confidentiality
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**ACHIEVEMENTS**

* **Currently working on Realigning the New Ireland Governments’ Corporate Plan**

Future Designs proposal to the PEC on re-aligning the Corporate Plan to the GoPNG MTDP 3, S.T.A.R.S, the Malagan Declaration and the Vision 2050. Generate measurable frameworks to measure within the Provincial Annual Plans.

* **Organizational Project Management Capacity Analysis (New Ireland Provincial Health Authority)**

Conducted an Organizational Project Management Capacity Analysis for New Ireland Provincial Health Authority which resulted in approximately 20% cost reduction/saving for its Project Management Unit.

* **CBO Youth Group Treasurer Development ( Kavieng Youth in Business)**

Integration of Youths in Kavieng for sustainable development with alignment with the MTDP 3 Key Result Areas, and Vision 2050 in Wealth Creation. Progressing to a Community Based Organisation by 2021.

* **Association Treasurer (Kavieng Rugby League Board)**

Nominated the Treasurer for Kavieng Urban Rugby League board and working with youths within Kavieng, Kara & Nalik areas of the New Ireland Province

* **Former President & Current Member (Kramer Ausenco Brothers Rugby Union Club)**

Brothers Rugby Union Club a club associated with different ethnic groups of individuals and youths instilling our 5 Pillars of ethics building professionals within Papua New Guinea

**WORK EXPERIENCE**

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| **SECURITY MANAGER SPECIAL OPERATIONS [TACTICAL SOLUTIONS INTERNATIONAL]** May 2015-May 2017, Lombrum. Manus. Manage Operations in Security under the security protocol procedures of the Manus Island Regional Processing Centre (MIRPC) with requirements for the Papua New Guinea Immigration and Customs Services Authority (PNGICSA) and the Australian Department of Immigration and Border Patrol (DIBP) Information/Incident on time reporting to command centers and PNGICSA and DIBP Command Control in public order management, emergency evacuation, fire emergencies Emergency Evacuation drills for land, sea and air, with stakeholder extraction in some controlled areas Monitor & Control video security surveillance control and strict protocol procedures Fire Response awareness in Breathing Apparatus(BA), evacuation in a confined space, Bio Hazzard Spills containment command and control and all types of fires with the use of fire extinguishers Detention and Arrest procedures with the Papua New Guinea Royal Constabulary (PNGRC) under the Human Rights laws and restraints with the necessary use of force Risk management and security works projects on locations within project areas and external parameters Occupational Health and Safety Procedures Development of Training & Mentoring unconventional techniques under HR Policies for client services delivery Liaison with National Stakeholders, Broad spectrum and other international stakeholders of the project  |

**CLIENT RELATIONS MANAGER [TACTICAL SOLUTIONS INTERNATIONAL]**

August 2013-February 2014, Port Moresby. NCD

Security Management support to ensure effective operation of security access control systems for owned and leased properties in line with TSI Security protocols

Inventory and management of security equipment and infrastructure

Conduct regular inspections of equipment is maintained and buildings are secure

Manage security works projects on properties and premises

On time information reporting, post incident reporting and risk management security protocols

Property & Security Management Liaison to owners on security risk evaluation.

Integration of security, welfare and social dynamics of specific internal & external environments.

Security surveillance and security vehicle response team management

Provide Close Personal Protection (CPP) for national and expat VIP Clients .

Small team of 6 deployments for Red Sea Housing at the Manus Processing Centre (MPC) Lombrum, Manus Province.

Other Duties as directed by the Managing Director.

**INVENTORY ACCOUNTING (CONTRACTOR) RAECO LIMITED**

January 2013-July 2013, Port Moresby. N.C.D.

Setup Inventory accounting procedures and acquisition using First In First Out (FIFO) inventory methods

Initiate Accounting Procedures using Standard Financial Accounting Systems (SFAS)

Integrated Inventory into Mind Your Own Business (MYOB) Accounting Package

Reconciliation of Inventory, Accounts, Payroll and All ledgers

Setup Preferences as per the user needs with jobs, indicators and categories

Manual setup of exchange rates with MYOB on international purchases

Cargo Forwarding and tracking with invoice from point of purchase

Depreciation Scheduling on all Assets listing on all Property Plant & Equipment (PPE)

Generate Inventory reports and other financial statements for Managers

Annual Returns, Tax Returns and Annual PAYE Tax (SOE) with IRC & IPA

Payroll Processing and other Administrative duties

Others duties as directed by Managing Directors.

**FINANCE SUPERVISOR [CITY MISSION PNG LIMITED]**

January 2010-July 2012, Port Moresby. N.C.D.

Supervise & Training for both Senior Finance and Finance Officers in Accounting and Operational Procedures for both Lae and Port Moresby.

Monthly, Quarterly and Annual Financial Reporting to Board of Directors and Donor Funders

Financial and Office Procedures, MYOB training and mentoring of both Lae & Moresby Staff

Reporting Donor Funding acquittals to European Union and Aus-Aid Funds for the City Mission PNG Limited

Supervision and Reconciliation Cost, Revenue Centers and Payroll for City Mission PNG Ltd

Consolidation of 13 Operating Bank Accounts into 3 Main Accounts using MYOB’s tools

Quarterly and Annual Internal Audits for external Auditor and Directors of City Mission PNG Limited

Logistics for donated Imports and transfers from Port Moresby to Lae, Morobe Province

Accounts Receivable & Payables – Creditors and Debtors

Administration of office computer server for 5 user’s responsibilities allocated by the General Manager and Executive director

**SENIOR FINANCE OFFICER [CITY MISSION PNG LIMITED]**

August 2009-January 2010, Port Moresby. N.C.D.

Business Development & Training for Income and Cost Centers for all Administration Staff

Donor Funding acquittal for 3 Donor Accounts with deadline reporting timeframes

Accounts Reconciliation for 13 Operating Bank Accounts, Lae City Mission, Haus Ruth and City Mission Farm and the Koki Account

Business Development & Training for Income and Cost Centers for all Administration Staff

Donor Funding acquittal for 3 Donor Accounts with deadline reporting timeframes

Accounts Reconciliation for 13 Operating Bank Accounts, Lae City Mission, Haus Ruth and City Mission Farm and the Koki Account

Internal Audit of City Mission PNG Ltd using financial accounting procedures and financial reporting to managers and Sinton Spence Chattered Accountants

Accounting Information System Networking and Administrating at Head Office, Koki NCD

Set up Accounts, Payroll, Costs and Revenue Centers using MYOB Accounting Software

Other Duties delegated by Finance Supervisor

**ASSISTANT TRAINEE ACCOUNTANT [PHILANE ACCOUNTANTS]**

May 2019-January 2010, Port Moresby. N.C.D.

Assisted Senior Accountants in the development :

Accounting Policies

HR Systems & Procedures

Business Plan for Hore Binkia (HBEL) Land Owner Company under OTDF, Tabubil Western Province

Operational Procedures and Policies

Internal Auditor Parliamentary Services & Members Advances

Bank Reconciliation

Source Documentation Compilation & Evaluation

Set up MYOB Chart of Accounts for Tropic Print, Tropic Tours and Soea Contractors, clients to ANE Accountants

Accounting information Systems Setup (MYOB All Versions)

Financial Statements & Reporting

Statutory Compliance with the IRC and IPA

Other Administration Duties as directed by the Office Manager and Principal Mr. Philip Eludeme

**EDUCATION & QUALIFICATIONS**

**Operational Safety & Security Course**, Wilson Security MIRPC (*June 2016)*

Systems and similarities with linking information systems to businesses

**First Aid Certification Course**, Wilson Security MIRPC (*August 2016)*

Systems and similarities with linking information systems to businesses

**Bachelor of Accounting,** University of Papua New Guinea (*On Hold 3rd Year)*

On hold for location from regional office and main campus

**MYOB Information Systems Advanced Course**, Daltron PNG (*August 2012)*

Systems and similarities with linking information systems to businesses

**Diploma in Business Studies (Accounting),** Port Moresby Business College (*2007)*

Introduction the Accounting Frameworks reporting processors and limitations

**Certificate in Business Studies (Accounting),** Port Moresby Business College (*2006)*

Business Information systems and the accounting for business operations.

**Technical Trade Certificate (TTC) in Business Studies,** Goroka Technical College (*2004)*

The introduction to systems, mechanics in overall business and operations within an organization.

**Higher School Certification – Grade 12**, Gordon Secondary School (*December 2002)*

*Grade 12 Certification majoring in Science and Maths A*

**REFERENCES**

**Dr. K. Kelep-Malpo**

C/Shalom Paen PO Box 729, Kavieng

New Ireland Province

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Director Social Sector New Ireland Provincial Administration Government

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**Mr. Christopher Carrol – Managing Director**

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