**PERSONAL DETAILS**

Name: **MAGDALENE ILAVE (MS.)**

Date of Birth: 24th August, 1982

Gender: Female

Home Province: Gulf (Kerema)

Religion: Roman Catholic

Phone: (675) 7369 5440 Email: ***milave28@gmail.com***

**EDUCATIONAL BACKGROUND**

**1999-2000 GRADE 10 CERTIFICATE**

 Malahang Technical High School, LAE, Morobe Province

**2001 -CERTIFICATE (I) IN BUSINESS – OFFICE SKILLS (TAFE)**

**-CERTIFICATE (II) IN BUSINESS – OFFICE ADMINISTRATION (TAFE)**

 Coronation College, LAE, Morobe Province

 Elements of Programs Studied:

* Office Management
* Computing
* Accounting
* Business Communication

**EXPERIENCE**

**2001 LOWNDES LAMBERT INSURANCE**

 Six weeks work Experience Program

 Job and Skills:

* + - * + Administrative roles multi-task
				+ Receptionist
				+ Accounts/Book keeping (petty cash)
				+ Typing
				+ Mail dispatcher
				+ Filing
				+ Scheduling appointments for GM

**2002-2004 ABCO TRANSPORT COMPANY LIMITED LAE**

**ADMINISTRATION OFFICER & INVOICE CLERK**

 Job and Skills:

* + - * + Administrative roles multi-task
				+ Syspro database system used
				+ Data Analysis
				+ Payroll casual & trip pay allowances
				+ Manifesting, truck loading and unloading in operations
				+ Fueling data analysis
				+ Accounts Receivable
				+ Invoicing
				+ Receptionist
				+ Filing

**2006-2007 POST PNG LIMITED**

 **CUSTOMER SERVICE OFFICER**

 Job and Skill:

* + - * + Skills in Sales and Marketing
				+ Pronto sales system used
				+ Customer service officer (CSO)
				+ Book keeping skills
				+ Stock inventory
				+ EMS (express mail services)
				+ Mail Dispatcher
				+ Attend to all clients requests etc.

**2007 NGI HORNIBROOK PNG LIMITED LAE**

 **FABRICATION WORKSHOP CLERK & PERSONAL ASSISTANT TO GM**

 Job & Skill:

* + - * + Administrative roles multi-task
				+ Payroll hours and queries
				+ Data Analysis
				+ Pronto database system used
				+ Data Entry (registering new jobs & updating jobs in progress)
				+ Purchasing new Stocks for the company storeroom I'm in charge
				+ Travel and accommodation arrangements for FIFO employees on hire
				+ Thorough check on supervisors for Health & Safety being applied well & accordingly in the workshop while employees are working
				+ Attend to General Manager’s clients, phone calls, emails, typing
				+ Scheduling appointments for the GM

**2008-2010 CATHOLIC HEALTH SERVICES**

 **ADMIN OFFICE ASSISTANT**

 Job & Skill:

* + - * + Administrative roles multi-task
				+ Data Entry of Health Information System Updater
				+ Payroll (kundu pei system)
				+ Updating Nurses’ Savings monthly with GST and Taxation
				+ Attend to General Enquiry
				+ Assist the Agency Health Secretary compiling of Proposals & Yearly Budgets and Monthly Reports
				+ Travel and accommodation arrangements
				+ Scheduling appointments for health secretary
				+ Accounts Payable/Receivable
				+ Purchasing
				+ HR Correspondence - onboarding and benefits

**2012-2013 RAMU NICO MANAGEMENT (MCC) LIMITED**

**TRANSPORT ASSISTANT COORDINATOR**

 Job & Skill:

* Skills in administrative roles multi-task
* Renewal of all Fleet Registrations, Safety Stickers and Motor Vehicle Insurance License (MVIL) and updating the Master Fleet Spreadsheet Updater and doing consignments for parts
* Data Entry - updating all Fleets electronic filing system, from all three (3) sites Madang base, Basamuk Refinery Site and Kurumbukari Mine Site
* In-charge of the Fuel Station monitoring and doing purchasing for new fuel orders from Interoil and keeping records of daily fuel usage and updating fuel spreadsheets for weekly and monthly reports
* Data Analysis - Monthly, Quarterly and Annual Reports for the Administration Transport Department
* Coordinates and scheduled all admin drivers daily tasking
* Purchasing Parts
* Monitoring Mileage tally sheet monthly
* Handling switch-board and take care of the reception area when the receptionist is not available, assisting with photocopying, electronic scanning of documents, binding and attending to all types of clients reporting to the general counter
* Arranging and organizing chatters of various helicopters and shipping companies for the VIPs and HSE department normally use for their Water Sampling Survey etc.
* Assisting the administration transport manager with assigned and urgent jobs in the transport department as and when required too etc.

**2015 PNG EXPRESS LINES (FINANCE – CASH ADVANCE) LAE**

 **LOANS OFFICER**

 Job & Skill:

* + - * + Administration roles multi-task
				+ Lending Loans with processing of Loan Application Forms
				+ Data Entry - Loan Applicants daily spreadsheet updater
				+ Reporting & Data Analysis
				+ Receptionist

**2016-2019 HIDDEN VALLEY CONTRACTORS - HBS PNG LIMITED**

 **OPERATIONS/WORKSHOP OFFICER – MINING SERVICES**

 Job & Skill:

* Skills in administrative roles multi-task
* Scheduling and Dispatching
* Data Analysis
* Data Entry - Updating daily Site Wide & Crushing Reports and report to the Harmony Project Team and the HVC Mine Manager
* Monitoring machine hours with operators and locations
* Monitoring Positive Communication & Information using 2 Way-Radio and Base Radio in Mine Operations
* Job Cards for Down Machines for fitters to attend
* Do other roles/duties as well as when directed by Mine Superintendent and the Mine Managers
* Emergency Responds Team Ancillary Staff

**2019 PREMIUM PROJECT SERVICES – WAFI**

 **ADMINISTRATION OFFICER (CONSTRUCTION & EARTHWORKS)**

 Job & Skill:

* Skills in administrative roles multi-task
* Data Analysis
* Pronto database system used
* Purchasing, logistics & procurement skills
* Coordinating, scheduling and dispatching of equipments
* Invoicing
* Data entry and reporting, jobcards of breakdown
* communication on 2-way radio
* Filing
* Traveling & Accommodation arrangements
* Payroll hours
* HR Correspondence onboarding and benefits
* Data collection
* Manage all other admin and clerical duties on site

**2021-2022 HBS MACHINERY PNG LIMITED – LIHIR MINING PROJECT**

 **DISPATCHER & ADMINISTRATION ASSISTANT**

Job & Skill:

* Skills in administrative roles multi-tasK
* Data Analysis
* Invoicing & reporting (monthly claims)
* Capturing equipment hours & job cards in GP System for servicing/maintenance/repairs for workshop and operations
* HR Correspondence - Screening, Onboarding and Benefits
* Travel & Accommodation arrangements for FIFO employees
* Purchasing
* Scheduling and dispatching of equipments
* Payroll – calculating pay hours using TAMs System
* Managing all other admin & clerical duties on site with health and safety measures

**OTHERS**

Hobbies Playing soccer, reading, meeting people of various raises, learning, team work and most of all to continue my studies if any possibility arises and advancing my career.

**REFEREES**

1. **MICHAEL WILLIAMS**

SENIOR PROJECT MANAGER – LIHIR MINING PROJECT

HBS (PNG) LIMITED

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|  [**LIHIR, NEW IRELAND PROVINCE, Papua New Guinea**](http://www.hbsmachinery.com) |
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1. **AARON CORRIGAN**

PROJECT MANAGER – MINING SERVICES

HIDDEN VALLEY CONTRACTORS LIMITED

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| 1. **MATHEW GEREGL**

HR MANAGER – HUMAN RESOURCEHBS (PNG) LIMITED

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