Chelsea OBERLEUTER

C/-Maria Oberleuter, NJSS, PO Box 810, Waigani, NCD, PNG.

Mobile: 72165759 Email: oberleuterc@gmail.com

**Summary**

An individual with 3 years practical part time and full time employment experience, I have had responsibilities mainly in administrative tasks such as front desk duties, creation of inventories, answering calls, attending to clients queries, assisting admin staff and printing, photocopying and scanning of documents. Recently I have obtained a Certificate in Human Resource Management with exceptional grades academically, and I am very much interested to be a part of your good office to effectively contribute my skills and knowledge to ensure your organisational goals are met.

**Education**

* Kopkop College, NCD (Prep to Grade 4) 2004 – 2008
* Port Moresby Christian Academy (Grade 5 to 7) 2009 – 2011
* St. Pauls Primary School, NCD (Grade 8) 2012
* Caritas Technical School, NCD (Grade 9 to 10) 2013 – 2014
* Gerehu Secondary School, NCD (Grade 11 to 12) 2015 – 2016
* Mapex Training Institute, NCD (Human Resource Management) 2019

**Qualifications**

* Certificate in Human Resource Management

**Key Strengths**

* Computer literate ( Microsoft Word, XL, Publisher, etc)
* Good Communications skills both oral and written communication
* Able to work with others effectively
* Effective time management
* General Understand of Human Resources principles and practices
* Always available to help and volunteer.
* Reliable, ability to work under pressure and meet dealines.
* Attentive to detail

**Work Experience**

* GT Agency – Admin Officer/ Receptionist (2016 to 2018)
* Garrison Guards (PNG) Limited – Human Resource Officer – Part time basis(2020 to 2021)

**Referees**

* Mathew Gele – GT Agency

PO Box 233, Boroko, NCD

Papua New Guinea

Email: MGele134@gmail.com

Mobile: 73079255

* Kevin Lakuna – Garrison Guards (PNG) Limited

PO Box 133, Gordons, NCD,

Papua New Guinea

Email: garrisonguardspng@gmail.com

Mobile: 78530484

* Audrey Wuris

NJSS

PO Box7018, Boroko, NCD

Papua New Guinea

Phone: 3245761