**Ninipe Gurumo**

C/-Constitutional and Law Reform Commission

P.O Box 3439

Boroko

National Capital District

Phone: (+675) 72844587 or 75591976

Email: ngurumo315@gmail.com

Date: 19th February 2018

The Human Resource Manager

PNG Power Limited

P.O Box 1105

Boroko

National Capital District, NCD

Dear: Sir/Madam

**Re: Applying For the Position of Customer Services Supervisor-Kerema**

I have kind interest to work with this company for the above position that was advertised on The National, Monday 19th .02.2018.

I graduated with a Bachelor of Business Management majoring in Strategic Management from the University of Papua New Guinea in 2015, with broad applications in both public and private sectors. Strategic Management is about; Strategic Planning, Problem Solving Skills, Research Skills, Leadership skills and Management.

Currently, I am employed by the Constitutional and Law Reform Commission (CLRC) as researcher for one (1) year eight (8) months. I conduct policy and social based research to support the development of new and existing Laws in the country. I provide research assistance to Director for Legal Research & Publication Services, Senior Legal Officer, Senior Researcher, Legal Officers and Researcher Officer and other officers from other divisions to achieve this mandated function of the CLRC.

Moreover, I had three (3) months’ work experience with PNG Power Limited in Human Resource Business Unit at Training and Development Division from 25th October 2013 to 17th January 2014 as University Intern Student.

I possess the necessary skills, experience and achievement and would like to work and contribute effectively to this organization if given an opportunity.

Attached are copies of my CV and academic transcript for your perusal.

I can be contacted through above address.

Your consideration of my application would be greatly appreciated.

Yours Sincerely,



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**Mr.Ninipe Gurumo-Applicant**

Applicant

Curriculum Vitae for Mr. Ninipe Gurumo



**A. Personal Address**

C/-Mt Zion Lutheran Church

P.O Box 3512

Boroko

National Capital District

Phone No: (+675) 72844587 or 75591976

Email: ngurumo315@gmail.com or ngurumo@clrc.gov.pg

**B. Personal Information**

Date of Birth: 01st June 1989

Age: 28 years

Sex: Male

Height: 160cm

Place of Birth: Kasanombe

District: Nawaeb

Province: Morobe

Nationality: Papua New Guinea

Religion: Christianity (Lutheran)

Marital Status: Married

**C: Employment Objective(s)**

* To become competent and result oriented employee by performing my duties
* To contribute knowledge, skills and experience to the organization and achieve organization vision

**D: Knowledge and Leadership skills**

* Can be able to do strategic planning, conducting research, problem solving, develop policies and have strong leadership skills.
* Currently holding a secretary position for Mt Zion Lutheran Church at 9mile Morobe Block-Port Moresby

**E. Education Qualifications**

|  |  |  |
| --- | --- | --- |
| Year  | Qualification | Institution |
| 2011-2014 | Bachelor of Business & Management majoring Strategic Management | University of Papua New Guinea |
| 2009-2010 | Higher School Certificate | Bumayong Lutheran SecondarySchool |
| 2007-2008 | Grade 10 School Certificate | Nawaeb Lutheran High School |

**F. Special Awards**

|  |  |  |
| --- | --- | --- |
| Year  | Recognition | Organization |
| 2017 | Certificate of Participation for Underlying Law Conference | National Judiciary Services & Constitutional & Law Reform Commission |
| 2016 | Certificate of Participation for Research Training Workshop | Constitutional & Law Reform Commission |
| 2011-2014 | Certificate of Appreciation for Church Organized Activities | UPNG Lutheran StudentsCongregation |
| 2013 | Certificate of Appreciation for President Position | UPNG Nawaeb StudentsAssociation |
| 2012 | Certificate of Appreciation for Treasurer Position | UPNG Nawaeb StudentsAssociation |

**G. Work Experience**

1. 2016-2018, Research Officer-Legal, Research and Library Services Division-Constitutional Law Reform Commission.

2. 2013-2014, three (3) months vocation employment with PNG Power Limited, Human Resource Business Unit.

**H. Interest & Activities**

Lead a group

Eager to learn new things

Participate in any organized activities

**I. Hobbies**

Playing Soccer

Like Teamwork

**J. Referees**

1. Ms. Pamela K. Narokobi

Director-Legal, Research & Library Services Division

Constitutional Law Reform Commission

P.O Box 3439

Boroko, National Capital District

Ph: 325 2862 /2840

Digicel: (675) 73609460

Email: pamela.kamya@gmail.com

2. Mr.Bumang Kelly

Senior Account Executive

Kanda International lnsurance Brokers

Level 2, Century 21 Building, Kunai Street, Off Waigani Drive | P. O. Box 1330 Port Moresby | Papua New Guinea

PHONE: (675) 3239572 | FAX: (675) 3239535) | MOBILE: 76169 755

EMAIL: bkelly@kanda.com.pg

3.Rev.Chuainsker Natung

Lutheran Students Congregation

University of Papua New Guinea

P.O. Box 34,University Post Office

Ph:76996305 or 72314810

Email: lscupng@gmail.com

**K.Declaration**

I Ninipe Gurumo hereby declared that the information provided in this Curriculum Vitae is very true and valid for consideration.



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Signature Date: 19th .02. 2018