

CURRICULIM VITAE

PERSONAL INFORMATION

Name : Marylouise Rau
Age : 26 years old
Sex : Female
D.O.B : 13th April, 1991
Marital Status : Married
Province : Central Province
Telephone : 70184442
Email : jmimiarau@gmail.com
Address : C/- Charlie Rau
ANL Agencies PNG Limited
Section 53 Unit 12 Lot 15 & 16
Ume Street Gordons
PO Box 702, Port Moresby
Papua New Guinea

OBJECTIVE/AIM

To be devoted to my responsibilities in order to advance professionally, to solve problems and face challenges and therefore contribute to the progress of the organization.

WORK EXPERIENCE

- February 10th 2014 – Present (Hitron Limited – Purchasing Overseas Officer)

Key Responsibilities:

- Get quotes from suppliers per managers requests, do comparison than raise purchase orders for approval, send PO to supplier, chase supplier for order status, ETA etc, get invoice from supplier and put through for payment and so on.
- Do stock take before adding new stock.
- Check against PO if quantity ordered is received and in good condition.
- Also arrange with freight forwarders for pick up of orders etc.
- Mind the switchboard during lunch hours

- February 2013 – February 2014 (Moore Printing - Customer Service Assistant)

Key Responsibilities:

- Data entry, assisting customers when rep's not available (four branches)
- Writing PO's & payment receipts
- Answering telephone calls (external & internal), writing orders, layout charts, calculating concretions, doing quotations
- Sitting at reception & customer service during lunch breaks, emailing and so on.

EDUCATION QUALIFICATION

Tertiary Institution 2011 – 2013 (Port Moresby Business College)

- Diploma in Business Studies – Computing
- Diploma Certificate obtained 2013

Secondary School 2007 – 2010 (Marianville Secondary School Bomana; Gr.9-12)

- Higher Education (Grade 10 & 12) Certificates obtained

Primary School 1998 –2006 (Gerehu Primary School; Prep – Grade 8)

- Primary School Certificate obtained 2006

ENAGEMENT IN SPORTS

- 2010 – Defence Soccer Club VICE CAPTAIN
- 2008-2009 –U18 Hekari Soccer Club CAPTAIN
- 2006 – POM School Soccer (PLAYER OF THE YEAR AWARD)

HOBBIES

Reading, meeting other people, travelling, cooking, learning new skills, socializing and playing sports (soccer).

REFEREES

Mr. Tony Valdez – Financial Officer

Accounts Department
Hitron Limited
P.O.Box 209
Waigani, Cnr. Morata & Gabaka St, Gordons
N.C.D, Papua New Guinea
Phone: 302 2311
Fax: 325 0349

Ms Jocelyn Kamblijambi - Head of Sales & Marketing

Sales & Marketing Department
EMTV
P.O. Box 443
Boroko, 2nd Floor Garden City
Ph: 325 7322
Fax: 325 4450

Mr. Colin Wells – National Sales Manager

Sales Department
Moore Printing Business Systems (PNG) Ltd
P.O.Box 7543
Boroko, NCD
Phone: 321 0000
Fax: 321 0001