**CURRICULUM VATAE**

**Mr. PHILIP MATHEW**

C/- P.O Box 1814 Waterfront Port Moresby, NCD

PAPUA NEW GUINEA

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**SUMMARY**

I have been in the Sales and Administration field for more than Six (6) years and also have had experience in management and supervision roles in various organisation.

I also have proven track record in identifying and develop new business deal strategies within the organisation’s procedure and guidelines.

With years of exposure and experience in the Sales and Marketing field, I have developed excellent interpersonal skills in interacting with personals at different levels, developing and sustaining solid relationship with customers, analyse customers’ feedback and resolve issues to customers’ satisfaction.

I have completed a Diploma in Management at International Training Institute in 2005 and currently employed by Hilton Hotel Port Moresby and now seeking a challenging career with your good organisation, for me to contribute effectively to make sure your organisational goals and objectives are maintained with high standards.

**KEY STRENGTH**

* Six (6) years plus experience in Finance, Sales and Administration within various organisations
* Experience in Management and Supervision roles
* Able to pursue cost effective and viable business opportunities
* Customer service oriented and able to maintain positive relationship
* Good annalistic skills and able to resolve issues amicably.
* Do market research and initiate and capture prospects
* Preparing and timely submission of reports
* Excellent Interpersonal and Communication skills both oral and written
* Computer literate – MS Office Application

**EDUCATION HISTORY**

* Diploma in Management - International Training Institute - 2005
* Upper Secondary School - Fr. Peter Secondary School - Fatima - 1999 - 2000
* Lower Secondary School - Fr. Peter Secondary School - Fatima - 1995 - 1998
* Primary School - St. Edward Ambang Primary School - 1989 - 1994

**EMPLOYMENT HISTORY**

**Hilton Hotel Port Moresby – Concierge (Guest Service Agent) 2019 – Current**

* Being source of information to guests – Ensure quality Customer Service
* Assist Front Desk personals
* Diffusing conflict or tension in hotel
* Accommodating general and unique requests
* Undertaking various administrative duties assigned by Managers
* Assist Sales and Reservation team in showcase of service and product

**Handii Mahn Investment Ltd – Manager 2014 to 2019**

* Manage administrative operation; ensure key operation of retail, finance, HR, sales and logistic are effectively functioning
* Ensure company function in compliance with Government policies and regulations
* Drive sales of the company’s service
* Liaise with corporate clients and counterparts to analyse feedbacks

**Holiday Inn & Suites – Business Development Manager 2012 – 2013**

* Marketing research and identify new business prospects
* Supervise and coordinate Sales and Marketing team
* Organise and structure marketing and promotion in accordance with the Hotel's objectives and guidelines to achieve maximum targets
* Manage corporate clients accounts maintaining high service standards with commitment to best service the client
* Ensure effective and reliable customers service maintaining strong team work
* Preparing and submission of monthly sales and marketing reports

**Noko Motel Limited (Uval No. 93 LTD) – Manager 2007 to 2012**

1. *Administration Officer – 2007 to 2008*
2. *Administration Manager – 2008 to 2010*
3. *Manager – 2010 to 2012*
* Managing administrative operations of the company
* Property and fleet management
* Plan and organise marketing strategies to capture business prospects
* End to end negotiations
* Prepare monthly operational reports
* Ensure discipline in all levels of staffs presentations and performance

**Colorpac Limited – Accounts Officer – 2005 to 2007**

* Invoicing, collecting and posting of payment using MYOB accounting software
* Assisting Credit Controller in duties assigned
* Recording of sales figures
* Assisting sales team with pricing and proforma invoices
* Providing monthly sales reports
* Adhere to general accounting practices

**Vini Finance – Loans / Recovery Officer – 2003 to 2005**

* Analyse borrowers information and assist them with loan information and application
* Advise borrower the level of risks, consequences and benefits of the loan
* Timely submit clients’ updated records

**HOBBIES**

* Meeting new people
* Reading
* Sports (Rugby League and Cricket)
* Discussing important events and issues

**REFEREES**

1. **Ms. Damaris Dilu** **2.** **Mr. Andy Dangima**

Front Office Manager Director

Hilton Hotel Port Moresby Handii Mahn Investment Ltd

P.O box 335 Vision City, NCD P.O Box 701 Kundiawa Simbu Prov

**PH: 715 8000 / M/PH: 752 42226 M/PH: 747 96800 / 701 31569**

1. **Mr. Mark Maris 4. Mr. Mokal Koi**

HR Coordinator Managing Director

Holiday Inn & Suites Noko Motel Ltd

P.O Box Port Moresby NCD P.O Box 3211 Boroko NCD

**PH: 303 2943 M/PH: 739 27598 /PH 323 9963**