 Curriculum Vitae

**ROBERT EDWARD HUAI**

**OBJECTIVE**

* **Ensure high level of productivity is maintained and contribute to better work relations**

**Personal Details**

Full Name : Robert Edward HUAI

Date of Birth : 13th November 1982

Marital Status : Married

Home Province : Central

Language : English, Tok Pisin, Roro (Kairuku)

Available : Immediately

Contact Details : Robert E Huai

C/-Mrs Elizabeth Dimara

Department of Defence

Free Mail Bag

Boroko, National Capital District/ Ph: 7081 7760

**SKILLS**

* Proficient computer literate in all MS Office Applications (Word, Excel, PowerPoint, Outlook, Office Access etc.)
* Well-developed communication skills
* Well-developed Team Building skills
* Produces excellent working results
* Works in a timely manner
* Works with less or no supervision required

**EDUCATION:**

**Tertiary Education:**

**Commercial Training College (C .T.C) – Boroko, Port Moresby, N. C. D.**

Year: 2004

Course: Sales and Marketing

Qualification: Certificate in Sales and Marketing

**Secondary Education:**

**Aiyura National High School- Eastern Highlands Province**

Year: 2000 to 2002

Grades: Eleven (11) to Twelve (12)

Qualification: Grade Twelve Certificate

**Gordons High School – Gordons, Port Moresby, N. C. D.**

Year: 1996 to 2000

Grades: Seven (7) to Ten (10)

Qualification: Grade Ten Certificate

**Primary Education:**

**Ted Diro Primary School – Murray Barracks Port Moresby, N. C. D.**

Year: 1990 to 1995

Grades: One (1) to Six (6)

Qualification: Grade Six (6) Certificate

**WORK EXPERIENCE:**

**PNG Motors (PNG) Limited**

Parts Department

2005 to 2007 (2 Years)

Position: Storeman/Despatch

**Responsibilities:**

* Checking of incoming and outgoing stock
* Loading and stocking parts and items in the warehouse
* Update of stock data in computer system (ERA)
* Conduct regular stock-take and reports to Supervisor and Manager
* Upkeep and maintenance of the warehouse in a neat and tidy and safe condition
* Ensuring company safety policies and practices are adhered and maintained

**Curtain Bros (PNG) Limited**

Mechanical Workshop

2008 to 2011 ( 3 Years)

Position: Workshop Clerk/ Maintenance Planner

**Responsibilities:**

* Administration Duties for CB Mechanical workshop
* Doing timesheets for CB Workshop employees
* Attending to staff queries and General filing
* Reporting machine breakdowns to supervisor’s and manager, assigning fitters to breakdown locations
* Ordering parts for breakdown machines through manual requisitions and MEX Maintenance system work orders
* General filing for Curtain Bros and PNG Dockyard fleet
* Encoding daily fuel and KM/Hour meter readings into MEX Maintenance and Navision Systems
* Capturing history on servicing and breakdown repairs for all Curtain Bros and PNG Dockyard Fleet on Maintenance systems
* Forecasting/scheduling services for all fleet for Curtain Bros and PNG Dockyard including generators and welders on MEX Maintenance system
* Create all service MEX work orders for fitters and serviceman to carry out service on schedule dates
* Involve in setting up MEX Maintenance system in Tari (S.H.P) Curtain Bros Mechanical workshop
* Renew registration and safety stickers for Curtain Bros and PNG Dockyard vehicles and machinery
* Responsible for Curtain Bros and PNG Dockyard fleet
* Ensuring company safety policies & practices are adhered and maintained

**WORK EXPERIENCE:**

**Global Construction (PNG) Limited**

Mechanical Workshop

2011 (8 Months)

Position: Workshop Clerk/Maintenance Planner

**Responsibilities:**

*  Administration duties for Global workshop
* Doing/monitoring timesheets for workshop staff
*  General document filing
*  Coordinating high levels of fuel transportation to project sites
*  Monitoring and accounting fuel on data base entries
*  Monthly reports for fuel consumption and fleet servicing to workshop manager
*  Encoding daily Mileage and hour readings for machinery and vehicles
*  Planning and scheduling services for Global Fleet
*  Responsible in receiving and delivering bulk fuel
*  Fleet coordination

**InterOil (PNG)-Refining Limited**

Asset Maintenance Department

2012 to 2014 (2 Years)

Position: Administration Officer

**Responsibilities:**

* Administration duties for Asset Maintenance Dept
* Responsible for the Planning and Scheduling for maintenance of Departments mobile equipment (Light vehicles, machinery and small engines
* Renew registration and safety sticker for fleet
* Monitoring attendance and timesheet, leaves and man hours
* Ordering parts for breakdown equipment
* Responsible and coordinating the servicing and maintenance of all AC units in the Refinery
* Monitoring and coordinating projects contracted out to service providers to make sure contractors finish on the given time frame by Asset Maintenance Dept.
* Following up with procurement for the ETA for parts and items ordered by Asset Maintenance Dept.
* Doing JSA’s for outside contractors and making sure they are in full PPE before starting a project

Note: INTEROIL TRANSITION OVER TO PUMA ENERGY (PNG) REFINING LIMITED

**Puma Energy (PNG) Refining Limited**

Asset Maintenance Department

2014 to 2016 (2 Years)

Position: Administration Officer

**Responsibilities:**

* + - Administrations duties
    - Draft up invitation letters for consultants overseas to obtain travel visa’s to come over to the Refinery to troubleshoot and repair equipment at the Refinery
    - Responsible for the Planning and Scheduling for Maintenance of all mobile equipment
    - Renew registration and safety stickers for fleet
    - Conduct safety talks
    - Ordering parts for breakdown fleet and materials for Refinery maintenance
    - Responsible and coordinating with (Daikin) for the servicing and maintenance of all AC units in the Refinery
    - Monitoring and coordinating projects contracted out to service providers to make sure contractors finish on the given time frame by Asset Maintenance Dept.
    - Monitoring and encoding data on man hours and daily timesheet, attendance for Asset Maintenance Dept.
    - Monitoring spreadsheet for purchase requisitions for ETA of parts and materials, daily follow up with procurement team, fast tracking of Department orders
    - Ensure company safety policies and practices are adhered to and maintained

**JOB ONSITE TRAINING**:

**Curtain Bros (PNG) Limited**

2009 (3 Months)

Starwest Limited OK Tedi Mining

* + - Training on MEX Asset Maintenance System
    - Training Navision Attain System

**InterOil (PNG)- Refining Limited**

2012 to 2014 (1 to 3 Day Trainings)

InterOil Refinery- Napa Napa

* Basic firefighting training
* Oil Spill Boom Deployment and Response training
* Rescue and Breathing Apparatus (BA) training
* First Aid training/Cardiopulmonary Resuscitation (CPR)-Certified
* HLTFA201B Basic Emergency Life Support training-Certified
* Four Wheel Drive training-Peter Roggenkamp Australia-Certified
* Document Control training
* Maintenance Planning and Scheduling-Certified
* Job Safety Analysis and Work Permitting training
* Anti -Corruption and Bribery training

**Capable and Exposure to these Systems:**

* Operated and Used MEX Maintenance system
* Operated and Used Navision Attain System
* Operated and Used Reynolds & Reynolds ERA system (Inventory Parts System)
* Operated and Used AX Dynamics System
* Operated and Used CMMS Maintenance systems
* Knowledge of machinery/vehicles service frequencies.

**REFEREES:**

1. **Thomas Kutan**

Asset Maintenance Planner (Lead)

Puma Energy (PNG)-Refining Limited

PO Box 1971

National Capital District

PH: 3099 144

1. **Lorraine Wafiware**

Senior Human Resources Officer

Puma Energy (PNG)-Refining Limited

PO Box 1971

Boroko

National Capital District

PH: 3099 109