**CURRICULUM VITAE**

**PERSONAL DETAILS**

Name: Rachael Boaz

**CONTACT DETAILS**

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**CAREER OBJECTIVES**

**Short Term**

I would like to apply my Masters in Professional Accounting skills in a finance and strategic role that will utilise these skills and knowledge. I have a broader perspective of an organization and how well it can manage its human resources and resources to improve its services and strategically see the organization grow in financial benefits and sustain itself.

**Long Term**

I would like to provide quality and constructive skills and knowledge to an organisation that will contribute to the development of this country

**EDUCATIONAL QUALIFICATION**

* 13th March, 2016 Masters in Professional Accounting

Divine Word University, Port Moresby Campus, NCD

* 2004 - June 2008 Bachelor of Business in Office Administration

Pacific Adventist University, Port Moresby, NCD

* 2002 – 2003 Grade 12 certificate

Cameron Secondary School, Alotau, M.B.P

* 2000 – 2001 Grade 10 certificate

Cameron Secondary School, Alotau, M.B.P

**EMPLOYMENT**

January 2014 – Current – World Vision – Pacific Timor Leste

Employed as Finance Officer

My duties include:

* Bank Reconciliation – USD
* Processing payments using project budget allocations
* Liaise with suppliers regarding payments and other queries
* Query payments not valid for payment.
* Involved in making sure all costs for projects are expensed and coded correctly in relation to budgets.
* Make sure that all expenses by individuals are correctly documented and contain valid documentation, contracts and approvals.
* Do ageing report for staff benefits and suppliers and try to make sure that all debts and accruals are reversed and coded correctly by the end of the following month.
* Contribute to improving finance process functions and efficiency check.

Jan 2013 – Dec 2013 - Applus Velosi JDA, Port Moresby, NCD

Employed as an Accounts Officer

My duties include:

* Accounts receivable
* Liaise with clients queries
* Follow-up on payments from clients
* Bank Reconciliation – AUD & PGK

Sept 2011 – Dec 2012 - Applus Velosi JDA, Port Moresby, NCD

Employed as a Business Development Support Officer

My duties include:

* Provide administration/corporate support services to the Manager – Client Liaison and Business Development Manager (Business Development Unit),
* Management and provide administrative support to Admin team. Coordinate JDA Wokman’s training room hire service, creating/preparing Terms of Business for Clients, ensuring quality efficient service, and organising catering services and this has received good comments from the clients.
* Liaise with all forms of Media for JDA Wokman coverage.
* Organise all aspects of BD projects, Trips/conference, flights, accommodation. Source and liaise with clients and corporate entities for corporate partnership
* Coordinate administration and staff transport leading a team of 3 staff and Fleet management (repair and maintenance) of vehicles.

Sept 2008 – Feb 2011 Ipili Porgera Investments, Porgera, ENGA

Employed as a Secretary Receptionist

My duties include:

* Accounts receivable and assisted accounts payable functions.
* Responsible for debts collection, debtor’s reconciliation, invoicing, journal entries, purchases orders, generating debtor’s reports and statements and receipting using Sybiz Vision Accounting package and generating reports requested due to shortage of staff and absence.
* Provided confidential support to the IPI Group Administration Manager and maintaining reception. Liaised effectively with IPI Group companies, external suppliers and customers and other organisations on behalf of the Admin Manager when required. Arranged travel and accommodation for employees and management personnel.
* Assisted the Executive secretary to the Board in preparing briefing materials and associated resources, coordinate and facilitate meetings and taking minutes. Assisted HR department in updating employee documentation, superannuation requirements, information and applications, orientation of new employees, advertising for recruitment and produced employees ID’s.
* Trained and guided new and old employees to perform their role, use Microsoft Office Applications and the Sybiz accounting package on the absence of the Admin Manager and guided them in the use of company and office procedures in handling task with external and internal entities.
* Ensured appropriate systems support for computer systems and other office equipment’s are all functioning and made sure the office was management effectively.

**SKILLS**

**Computer/Software Skills**: Proficient in using Microsoft office suite. I can use the Microsoft office systems tools to manage and a computer storage system. I can install programs, troubleshoot basic computer problems. I am well versed and used PSP – People Solutions Program Client database and previously used various accounting packages including Sybiz Vision Accounting, Attache and SAP. I use the SunSytem working with World Vision.

**Written Skills& Presentation**: I have good writing skills proven in roles as an assistant to senior Managers. I also had the opportunity to communicate on a daily basis electronically written, and orally with senior managers, suppliers, clients, intercompany staff and other organisations in an effective and professional manner. My Master program has given me much confidence presenting to very experienced persons the various projects and assignments I was involved in.

**Teamwork**: The roles I have undertaken have assisted me to contribute well in a team, with intercompany, departmental and project staff to completing requests and assigned team tasks for interoffice and stakeholder purposes. Collaborate in Finance group discussions and contribute well.

**Workload and time management:** Having worked in finance I have proven to meet deadlines and work closely in a team to get urgent task done. My time management skill is proven in the completion of my tasks at work.

**OTHERS**

AWARDS

2003 – 2008 TESAS Scholarship, PNG Government

ACHIEVEMENT

July 2008 Research Proposal & Project, Pacific Adventist University, NCD

Conducted a major research proposal and the project on a social problem in Alotau.

RESPONSIBILITES HELD

2007 Fundraising Committee and Secretary for Southern Region Students Association, Pacific Adventist University, NCD

Assist in organising fundraising and social activities and keeping association well informed. I received a letter of acknowledgement for my leadership role.

COMMUNITY ACTIVITIES

2006 – 2007 Humanitarian Voluntary Work, NCD.

Member of the Food for Life program with WeetBix Australia doing humanitarian work at the hospitals, settlements, schools and prison camp promoting healthy diet and hygiene

**REFEREES**

Kevin Apis

Senior Finance Officer

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