**CURRICULUM VITAE**

**Personal Detail**

Name : Dalsie Parik Paike

Address : c / Kokopo Village Resort Ltd

 P.O.Box 269

 Rabaul, East New Britain Province.

 Contact No : 70174122

 Date of Birth : 20/06/87

Gender: Female

 Nationality : Papua New Guinean

 Home Province : East New Britain

 Email : dulciepaike@gmail.com

**Employment Objectives**

* Perform very much to the best of my ability and contribute profoundly and certainly towards achieving the organization’s long and short term goals and objectives.
* Very much interested with such a prestigious organization to fully utilize my skills, attributes and knowledge which I have gained.

**Education Background**

1996-2003 : Tudungan Primary School (ENB): Grade Six (8) Certificate

2004-2005 : Malabunga Secondary School-Rabaul (ENB): Grade (10) Certificate

2006-2007 : Malabunga Secondary School (ENB): Higher School Certificate

2008-2009 : PNG University of Technology (Lae): Diploma in Commerce- Business Mgnt

2011-2013 : PNG University of Technology (Lae): Bachelor in Commerce- Business Mgnt

**Work Experience**

2010 : Department of Distance Learning under PNG Unittech

Location : Malabunga Study Centre (ENB)

Position : Secretary of the Cordinator

Responsibility:

* Typing on Microsoft word
* Receipting payments
* Entering student data on Excell
* Filing and Keeping Stock Record of Student Materials

**Industrial Work Experience:**

(3 months Nov 2014- January2015): PNG Ports Corporation Ltd

 Location: Rabaul Port

 Responsibility:

* Administrative Roles

2015-2016-Current: Kokopo Village Resort Ltd

Location: Kokopo- along William’s Road.

Position: Accounts Payable Clerk

Responsibility:

* Attend to creditors quiry on payments.
* Closing daily taking for banking
* Settle small payments and petty reimbursements on excel
* Posting and Journalizing Creditors Monthly Payments on IDS
* Posting and Journalizing Direct Payments on IDS
* Monthly Reporting of Departmental float.
* Payroll
* GST
* Purchasing

2017 –Current: Kokopo Village Resort- HR Coordinator

Responsibility:

* Performance Management
* Employee Guidance & Counselling
* Employee Training & Development
* Oversea General staff performance
* Staff remuneration
* Employee separation

**Leadership Responsibility**

2008-2009:

* Secretary of Business Management Staff & Student Association (PNG Unitech)
* Secretary of TSCF Fellowship(PNG Unitech)

**Achievement**

2006-2007:

* Awarded dux of Business studies department-Malabunga Secondary School

**Skills & Attributes:**

* Ability to work in a team
* Very good communication skills (oral,written & interpersonal)
* Have good leadership characteristics
* Have managerial, Accounting & Human Resource skills
* Able to work under pressure and meeting dead lines

**Field of Interest:**

* Financial Management
* Project Management
* Strategic planning
* Taxation.
* Human Resources

**Referees:**

Mr. Sevi Kaue-Food and Beverage Manager

Kokopo Village Resort Ltd

P.O.Box 269 ,Kokopo ENBP

Ph:9829096

Email:sevikaue@gmail.com

Mr. Mathew Kusa-HOD & Lecturer

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Hon Opini Wartovo-Ward Councillor

Rapitok Ward 3

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