|  |
| --- |
| **CONFIDENTIAL** |
| **My Resume** |
|  |
| PO Box 7331,Borokoi, NCD, Papua New Guinea BMobile: + 675 657 1849/ 72979046 |
|  |
| **Michael Salaiau** |
|  |
|  |

|  |
| --- |
| RESUME – Michael Salaiau |
| PERSONAL PARTICULARSGender: male Age: 32 yearsDate of Birth: 30th September 1985Place of Birth: Port Moresby, PNGHome Province: ManusMarital Status: MarriedContact Details: C/- Mrs May Liosi, P.O Box 7331, Boroko, NCD Tel: 76926012 (bh) or my mobile 7297 9046 |
| QUALIFICATIONS  **Year 2016 – 2018**  Divine Word University Bachelor Of Management **Year 2013 - 2015** Promoted to Administration Officer Gr.12  **Year 2011 - 2013** Permanent public servant –And offered the position of  Data Entry Clerk. Gr.09  **Year 2008 - 2011**  Temporary engagement as a casual with Justice and Attorney General – Mainly doing Data Entry Entering court documents on a day to day basis and rearranging the filing system Of legal cases and previous case decision by previous judges. .Certificate in Understanding Legislation  .Certificate in the outstanding personal assistant in PNG .Certificate in Team Building . Certificate in Excellence in Customer Service **Year 2005 – 2006** Port Moresby Business College Diploma in Business Management**Year 2003 – 2004** Gordon Secondary School, Port MoresbyGrade 12 Certificate **Year 2001- 2002** Gordon Secondary School, Port MoresbyGrade 10 Certificate**Year 1993 - 2000** St Peters primary school, Port Moresby Grade 1 – 8 OTHERS**Hobbies:** Socializing, soccer, reading, travelling and meeting new people. **Career Goal:** Becoming successful in whatever I do in life, and torealize my fullest intellectual potential as a person by combining hard work with opportunity to attain skills that will build me to serve better my family, my superiors, colleagues and the community as a whole.  |
| REFEREES  1. Mr. Tauvasa Tanuvasa Acting Solicitor General  Department of Justice and Attorney General  P.O Box 591 BOROKO, NCD Ph: 301 2900 / Fax: 325 98952. Mrs. Kisolel Kiapin Manageress Case Management System Department of Justice and Attorney General P.O Box 591 BOROKO,NCD Ph: 301 2900 / Fax: 325 9895 3. Mr Abiro Sipelung Manager Administration Solicitor General’s Office Department of Justice and Attorney General P.O Box 591 BOROKO,NCD Ph: 3012904 / Fax: 325 9895 |
| DECLARATION I, Michael Salaiau hereby declare that the details provided in this Curriculum Vita are true and that the copies of Certificates provided are the true copies of the original Certificates.**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |