

# Curriculum Vitae

## PERSONAL PARTICULARS:

Name: Kepi Mora (Miss)  
Gender: Female  
Date of Birth: 23 July 1990  
Age: 30  
Marital status: Single  
From: Western, Central & Gulf Province  
Religion: Seventh Day Adventist  
Residence: Rainbow, Nautana - Port Moresby

Hobbies: Reading, playing sports & travelling  
Social club: YWCA lifetime Member – eligible for voting in members/AGM attendance

## CONTACT DETAILS:

Kepi Mora  
Mobile: 71979756  
Email: [kepi.mora@gmail.com](mailto:kepi.mora@gmail.com)

## EMPLOYMENT DETAILS:

1. Employer: **Inchcape Shipping Services**  
PO Box 922, Port Moresby, Papua New Guinea

From: 09/07/2018 – Current

Position: **Account Receivable Officer**

  - Daily payment receipting
  - Expedite Debtors
  - Liaise with Bank when query occurs
  - Attend to customers queries regarding payments of invoices render to them.
  - Daily banking of cheques
  - Filling of documents (Receipts & Invoices)
  - Weekly Debtors report
  - Posting & Allocation of funds (Journals and General Ledger's respectively)
2. Employer: **Jb & Co. Public Accountants**  
PO Box 1600, Vision City Waigani, NCD

From: 4<sup>th</sup> July 2017 – 9<sup>th</sup> July 2018

Position: **Taxation Officer**

Duties:

  - liaising with IRC on behalf of our clients regarding all types of taxes
  - Computing of GST, Salary & wages & Corporate income tax on behalf of clients to remit to IRC
  - Admin work: Photocopying, Scanning, expedite with clients of tax penalties to be paid to IRC, Data entry: Vouching of Invoices and Cash receipt.

3. Employer: **Bishops Bros Engineering**  
PO Box 81, Waigani, Port Moresby  
From: 06/05/16 – Nov 2016  
Position: **Purchasing Officer**  
Duties:

- Raise stock orders- Locally & International from suppliers/manufacturers
- Customer service with clients and Manufacturers
- Online orders with Suppliers and Manufacturers
- Expedite purchase order from the suppliers
- Accurate stock pricing and correct description of all stocks ordered raised
- Modify price variances against manufacturers invoice with Bishops Purchase orders
- Pronto system is used

From: 21/10/14 – 05/05/2016

Position: **Inventory clerk**

Duties:

- Daily stock takes and stock adjustments and stock replenishment
- Weekly stock replenishment out from Bishops Pom branch to other Bishops Branches
- Accounts Receivable - Expedite on customer payments and also goods returned
- Raise stocks, transfer in and out of Pom upon client's request
- Database/Inventory filling
- Pronto system is used

4. Employer: **IBS Training career Development centre**

PO Box 5181, Boroko, NCD

From: 9<sup>th</sup> Sep 2014 to 3<sup>rd</sup> Oct 2014

Position: **On Job Training (OJT) – Accounts clerk**

Duties:

- Accounts payable
- Accounts receivable
- Inventory
- Payroll
- Booking Keeping
- Fixed Assets
- MYOB

#### QUALIFICATIONS YET TO COMPLETE

1) Qualification: **Diploma in Accounting (DACC)**  
Institute: International Training Institute (ITI)  
Year: Started in January 2017 (Evening classes).  
Finished in November 2018

#### EDUCATION:

1) Qualification: **Certificate in Accounting**  
Institute: Institute of Business Studies  
Year: 2014

- 2) Course: **MYOB V17**  
Institute: Institute of Business Studies  
Year: 2014 (9th – 24<sup>th</sup> July)
- 3) Qualification: **Certificate in Computing**  
Institute: Kumul Training Institute  
Year: 2011
- 4) Qualification: **High School Certificate (Gr. 10)**  
School: Tokarara Secondary School  
Years: 2007 - 2008

**REFEREES:**

- 1) Name: Mr. Paul Maoni  
Company: Bishops Bros Engineering Ltd  
Position: Purchasing Officer  
Years: 2009-2016  
Address: P.O. Box81, Port Moresby, NCD  
Phone: (675) 325 1088  
Facsimile: (675) 325 0083  
Email: [purchasingofficer@bishopbros.com.pg](mailto:purchasingofficer@bishopbros.com.pg)
- 2) Name: Mr. Charles Imita  
Company: Bishops Bros Engineering Ltd  
Position: Warehouse Senior Supervisor  
Years: 2011-2016  
Address: P.O. Box81, Port Moresby, NCD  
Phone: (675) 325 1088  
Facsimile: (675) 325 0083
- 3) Name: Mr. Bernice Corpard  
Institute: Institute of Business Studies  
Position: Trainer in Accounting- Career Development Centre  
Year: 2014  
Phone: (675) 325 2188 / 4053  
Facsimile: (675) 325 8006  
Email: [corporate@ibs.ac.pg](mailto:corporate@ibs.ac.pg)
- 4) Name: Jean Pauli Mendoza  
Organisation: JB Public Accountants  
Position: Tax Consultant  
Years: 2016 -2018 (Current)  
Mobile: (675) 325,300 /8366

5) Name: Nancy Wepo  
Organisation: Inchcape Shipping Services  
Position: Accounts Receivable Team leader  
Years: 2015 -2020 (Current)  
Mobile: (675) 321 2599 /70305898  
Email Add: Nancy.Wepo@iss-shipping.com