**CURRICULUM VITAE FOR MR. MAURICE MAIER MORRIS**

**Personal Particulars**

Name: Maurice Maier Religion: Christian

S/Name: Morris District: Losuia

DOB: 24th March, 1997 Province: Milne Bay

Sex: Male Day Contact: 72854573/70903288

Email address: dchro1bnbmpng@gmail.com

Current resident: Port Moresby

**Educational Background**

|  |  |  |
| --- | --- | --- |
| SCHOOL | QUALIFICATION | YEAR |
| Port Moresby Business College | Diploma in Human Resource Management | 2017-2018 |
| Sacred Heart-Hagita Secondary | Higher Secondary Certificate | 2015-2016 |
| Kiriwina High | Lower Secondary Certificate | 2013-2014 |
| Okaburura Primary | Higher Primary Certificate | 2007-2012 |

**Work Experience**

**BNBM PNG Limited-Pom Distribution Centre Branch**

**Position: HR & Administration Officer/Warehouse Operation Supervisor**

**Period: June 05th 2019—present (2022)**

Roles;

-Preparing payroll

-Recruitment

-Staffing

-Keeping staff record up to date

-Preparing staff monthly change list

-Attending to staff queries

-Attending to administration issues

-Supervising staff and delegating responsibilities

-Organizing meeting and events

-Carry out clerical duties

-Liaise with Nasfund & NCSL for new members

-Filling

-Preparing payment for clients (Account Payable)

-Coordinating logistic operation

-Receiving purchase orders

-Preparing purchase order

-Doing office purchases

-International cargo (Inbound/Outbound Dispatch)

-Project warehouse coordinator (Nation Wide Distribution)

-Preparing warehouse monthly own use expenses

-Attending to plumbing problems within the building

-Assist forklift operations

-Doing general clean up

**BNBM PNG Limited- Varahe Branch**

**Position: Plumbing Storeman**

**Period: March 06th 2019—June 04th 2019**

**Roles;**

-Attending to customers

-Doing monthly stock take

-Monitoring stock movement

-Supplying purchase order

-Filling

-Preparing quotation in the absence of sales team

-Attending to plumbing problems within the building

-Doing general clean up

**SKILLS**

**-Can operate forklift**

**Referees**

1 Gregory Konga

BNBM PNG Ltd- Pom Distribution Centre Branch

Warehouse Operation Supervisor

Contact: 70903288/3233379

2 Paul Levan

BNBM PNG Ltd- Pom Distribution Centre Branch

Warehouse Floor Manager

Contact: 70903288/3233379

3 Albert Dobuyawa

BNBM PNG Ltd- Pom Distribution Centre Branch

Warehouse Operation Team Leader

Contact: 70903288/3233379