Lorengau, Manus

P.O.Box 341

79052266

piwenjmandiol@gmail.com

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| PIWEN MANDIOL | |
| PERSONAL DETAILS | Date of Birth: 20th April, 1987 Marital Status: De-Facto  Village/Province: Rambutso, Manus |
| OBJECTIVE | EVERYTHING IS POSSIBLE UNDERSTANDING IS EVIDENT, COMMUNICATION IS THE KEY. |
| SKILLS & ABILITIES | Reliable and hard working. Ability to achieve outstanding results under pressure and out in extra effort when required.    Dedicated, enthusiastic and self-motivated. Can learn and apply new skills with minimum instruction. |

# EXPERIENCE INVOICING CLERK (SUNDRIES DEPARTMENT), JJ HOLDINGS LTD

(January 2nd 2015 – March 12th 2019 Current)

\*Invoicing clerk for sundries

\* Taking customer orders via phone call and walk-in customers

\*Process customer quotations

\*Purchase order for Company Suppliers

\*Create customer catalogue for advertising

\*Liaise with customers

# ACCOUNTS PAYABLE OFFICER/CLERK, LAE INTERNATIONAL HOTEL

( November 18th, 2011 – July 14th, 2012 )

\*Receiving all invoices and statements

\*Ensuring all invoices are checked and stamped

\*Code the invoices and batch them as per General Ledger accounts

\*Post all invoice to the General Ledger

\*Follow up on statements weekly

\*Reconciliation

\* Raising cheques for payments

\*Liaising with suppliers/contractor with regards to their enquires

\*Liaising with accounts receivables and holding payments for clients who haven’t paid their dues

\*Filing

# ACCOUNTS CLERK

\*Cashier

\*Daily reconciliation

\*In charge of petty cash/reconciliation & replenishing

\*Daily banking runs

\*Raise cheques for payments

\*Prepare and reconcile cheque requisition for payments

\*Do payments for all back door supplies

\*General Ledger posting of all accounts

# BAR & BEVERAGE SUPERVISOR

\*Customer relation service

\*Receipting

\*Food & Beverage

\*Reservation

\*Customer Enquiries

\*Food Handling

\*Prepare Menu

\*Taking Guest Orders

# HABOURSIDE HOTEL – LORENGAU (PART TIME)

( June 30th, 2008 – July 12th 2008)

\*Reservation

\*Customer relation & Service

\*Switching

\*Receipting

\*Data Entry

\*Food & Beverage

\*Food Handling

\*Kitchen Hand

\*Preparing Menu

\*Taking Guest Orders

\*Filing & other general duties

# FINANCE DATA ENTRY CLERK – PNG POWER LTD (PART TIME)

( November 1st, 2006 – January 31st 2007)

\*Maintain and update information

\*Setup and create records for new cases

\*Data enter all service data, service received, service provider and location

\*Track all contacts made with clients

\*Maintain confidentiality of all client data and records

\*Perform other administrative duties, scanning, filing, mailing & printing

\*Maintain communication with finance team

\*Preparing Menu

\*Taking Guest Orders

\*Filing & other general duties

EDUCATION **[LAE TECHNICAL COLLEGE- LAE- CERTIFICATE IN TOURISM & HOSPITALITY]**

Discontinued

**[INTERNATIONAL TRAINING INSTITUTE - RABAUL – CERTIFICATE IN ACCOUNTING]**

Current Correspondence Studies

# GORDON SECONDARY SCHOOL I GRADE 12 I HIGHER SCHOOL CERTIFICATE Major: Mathematics B, Biology, History, Biology

Minor: Expressive Arts, Computing

# REFERENCES PRAKASH LAL

Wholesale Manager & Warehouse Manager, JJS Holdings Ltd

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Mobile: 7377 5858

# MR SAM TJIANG

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Phone: 982 8888

Mobile: 7177 6432

# MR MICHEAL NOVINGU

Internal Training Institute

P.O. Box 47

Warangoi, ENB

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# 

# MR GURANA BORANA

Assistant Accountant, Lae international Hotel

P.O. Box 2774

Morobe Province

Phone: 472 2000

# MS. ETHEL LOSALEM

F&B Manageress, Habourside Hotel

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Lorengau, Manus

Phone: 470 9262

# MR. TOLOGUA

Head of Department – Tourism & Hospitality

Lae Technical College

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