 Joycelyn Kapani – Curriculum Vitae

Name: Ms Joycelyn Kapani

Birth of Date: 16th December, 1977

Marital Status: Married

Postal Address: Joycelyn. Kapani

 PO Box 1674, Vision City, Waigani

 Port Moresby, Papua New Guinea

 Phone: 73764604/ 739 16569

 Email: Jayek41@gmail.com

Hobbies: singing, reading, associating with people and playing sports

Goal and objective: To achieve successfully on what I do and what is given.

Education Qualification: Completed Apprenticeship

 Completed PETT Course Mt. Hagen

 Completed Grade 10 in 1994

 Completed Grade 6 in 1991

Professional Qualification: Certificate in Electrical Apprentice at Civil Aviation

 College, 2001

Certificate in Apprenticeship, 2001

Certificate in Technical Education Mt. Hagen, 1996

Certificate in Toshiba, 2000

Certificate in Digital Techniques Course, 2002

Certificate in First Aid, 1997

Work experience: Civil Aviation Authority from 1997 to 2008

 (11 Years Experience)

 *Transferred over to PNG ASL to present*

 *As a privatized Company*

 Duties carried out:

* Carrying out general maintenance on office buildings and ATS – Tower, on lights, white goods etc.
* Carrying out inspections on generators weekly
* Charging and preparation of solar batteries for various sites.
* Trouble shooting and finding faults,
* Prepared to go out for on calls at late and after hours.
* Writing reports and collecting data information on equipment on every site for record keeping.

Other work experiences:

* Installed timer controls for air-conditions at Central Provincial Head Quarters at Konedobu, Port Moresby.
* Installed back up power supply for the Navigational equipment for PNG ASL at Buka.
* Worked on solar panels with solar batteries at Mt. Konokalang in Kavieng.
* Installing two brand new generators for the main power supply for Navigational systems at Kubuna Station in Kairuku District.

Skills and strengths Obtained Electricians License No: 2542 from PNG POWER - 2010

 Obtained a driver’s License No: 2051106 from Central Traffic - 2011

 Obtained Certificate of Participation at IBBM Corporate Training Center for Leadership and Influence – 2013,

 Obtained Certificate of Participation at IBBM Corporate Training Center for Supervising Others – 2013,

 Obtained Certificate of Participation at IBBM Corporate Training Center for Customer Service – 2014,

 Obtained Certificate of Attainment at IBS Center of Excellence for Outbound Team Building Training – 2014,

 Obtained Electrical High Voltage License No: 169 from PNG POWER – 2014,

 Bit of knowledge on basic computing issues, internet, music and audio program basics, photo and images formatting and other computing issues (self taught...)

 Capable in writing up technical reports after inspections, can be able to understand and read frame works, scopes and details of activities and ability to initiate interesting issues out of such activities. (Learnt from own experiences)

 Ability to communicate confidentially at all levels (National, local and expatriate). Capabilities in associating with any person at all level.

Job Training Experience: Civil Aviation Authority – 1997 to 2000

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Referees: Mr. Hosea Robin Karai

 General Manager for Maintenance & Engineering

 PNG ASL

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 PNG ASL

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 Mr. Paul Tauja

 Electrical Supervisor

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