

## PERSO NAL PARTICULARS

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Surname: E M M A N U E L  
Given Name(s): L I V I K A  
DOB: 28<sup>th</sup> JANUARY 1985  
Age: 32 YEARS OLD  
Marital Status: M arried  
Children: Nil(0)  
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## EDUCATION

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### SECONDARY EDUCATION

- Grade 9 – 12: International School Suva (ISS) 1997/2000 (FH SC)
- Grade 12 Coronation College – 2001 (PN GHSC)

### TERTIARY EDUCATION

- ❖ Diploma in Tourism & Hospitality Management: Lae Technical College 2002 – 2003 ; Subjects covered during my course are as ff;
  1. Planning and Development
  2. Human Resource M anagement
  3. Sales & M arketing / Advertising
  4. Food & Beverage M anagement
  5. Tourism and Travel
  6. Front Office M anagement
  7. Housekeeping M anagement
  8. Communications
  9. Accounting

## CERTIFICATES

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Attached to this CV are copies of certificates, diploma and other relevant documents

## WORK EXPERIENCE

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In order from past to present;

❖ 2004 – 2006 - Airlink Lae- Senior Load Master/ Traffic Officer

Performed load & trim for all fixed wing aircrafts, Issued excess, Checked in pax, Consigned freight, Performed bookings, Issued tickets,

❖ 2007 –2008 Harmony Exploration (Wafi Mining) – Camp Supervisor;  
Biamena EL1316

Performed all Administrative duties - compiling timesheets for 80 personnel; monitoring rosters, tracking labor crew/casual contracts, site inductions, making sure the proper cost codes are used when purchasing and the submission of a detailed monthly report to our financial controller.

Coordinated logistics - maintaining adequate stock levels in all areas; food items, fuel, drilling consumables, safety-gear, lodging items, maintenance consumables, booking of helicopters according to cost code , compiling detailed task manifests, organizing rig shifts/ geophysics equipment shifts

OHSE/Medic – administered medications, performed basic first aid, conducted weekly toolbox meeting, performed JSA (job safety analysis), and compiled incident reports, assuming safety officer duties.

❖ 2009- Capital Drilling PNG – Purchasing and Warehousing Co-coordinator

Purchasing - Sourcing, expediting purchases both overseas and local, liaising with our customs agents, receiving of good and issuing stock codes for goods received then issuing to our project sites or storing at the central warehouse. Compiling a comprehensive supplier backorder report for accounts, and operational planning purposes.

Logistics – Preparing transport documents, organizing and coordinating vehicle movements from our main ware house to our project sites in Kainantu, booking and preparing helicopter manifests, preparing shipping documents for cargo being shipped to our project sites in NGI, performing stock takes in the central ware house and making sure goods are properly issued out of our systems when dispatched, resolving stock variances.

❖ 2010 – 2011(August)- NEW GUINEA GOLD, Mt SINIVIT Project (Wild Dog Mine) – Camp Manager

- Managed 5 different camps, accommodation and messing requirements. Total Combined camp residency was 290.
- Maintained adequate stock levels with the central stores, timely reordering of stock/consumables.
- Planning of Menus and ordering as per the set menu, forecasting usage based on camp arrivals.
- Coordinating Housekeeping and Camp Maintenance personnel.
- Compiling transport manifest, and making sure cargo and personnel are not loaded on the same carriers.
- Managing kitchen, housekeeping, carpentry, security and driving personnel's, and timesheets and work issues.
- Conflict Resolution with camps.

❖ 2011(August)-2013(August)-Pacific Development Contractors Ltd- Purchasing Coordinator.

Managed material Requirements for 9 departments

1. Logging
2. Shipping
3. Sawmill
4. Workshop
5. Construction
6. Fabrication
7. Earthmoving
8. Crusher

- Sourcing and expediting materials, both local and overseas.
- Tracking and monitoring of Consigned cargo from suppliers and liaising with freight forwarders for quick uplifts.
- Negotiating prices with suppliers
- Making sure a requirement is met before it becomes an issue.
- Stock taking of materials on hand, keeping abreast with my Maximums and minimums.
- Producing Expenditure Reports and Stock on hand Reports, reconciling stock variations.

❖ January 2015 to January 2017 Highlands Pacific Ltd – Camps and Logistics Coordinator

- Maintain all Food, Drilling and Fuel and Lubes at all sites are at Maximum Stock Levels.
- Conduct Daily stock takes, compile rates of usage to forecast next replenishment.
- Coordinate fortnightly Freight Campaign

- Coordinate daily Helicopter movements, and Charter Aircraft Manifest both passenger and Cargo.
- Monitor usage, solve stock discrepancies and variance, drilling consumables and fuel and lubricants
- Compile a comprehensive operational weekly report for Finance and Operations.
- Maintain a commitment report, for suppliers.
- Supervising and Coordinating all Maintenance work
- Implementing procedures and processes with regards to operations, reviewing and making more effective.
- Upholding company integrity and policy, making sure all company dealings are adhered to company policy.

## COMPUTER LITERACY

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- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Microsoft Publisher
- ❖ Power Point
- ❖ Gabriel System
- ❖ Pronto Systems
- ❖ Sage ACCPAC systems

## INTERESTS & HOBBIES

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- ❖ Learning New languages
- ❖ Studying Martial Arts (Blue tip; Hapkido/Green Belt: Aikido, Blue Belt Taekwondo)
- ❖ Trekking/Out Door Activities, Hiking, Hunting,
- ❖ Completing Crosswords

## Referees

1. Ms. Carola Gelenk  
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2. Mr. Enoch Beropo  
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3. Mr. Don Guthrie  
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