**UPDATED CURRICULUM VITAE - 2019**

1. **Personal Details:**

Name: Kathleen Kantha, Miss

Gender: Female

Date of Birth: 24th March 1997

Marital Status: In a Relationship

Address: C/- P.O. Box 495 UPNG, Port Moresby, National Capital district

Email: [kanthakathleen08@gmail.com](mailto:kanthakathleen08@gmail.com)

Mobile: 70278726

1. **Educational History:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Qualification** | **Institution** |
| 2017 | Diploma in Human Resource Management | International Training Institute, Port Moresby |
| 2016 | Certificate in Human Resource Management | International Training Institute, Port Moresby |
| 2014 - 2015 | Diploma in Management  (withdrew due to family problem) | St’ Philomena’s college, Mysore, India |
| 2013 | Grade 12 Certificate | Mercy Secondary School Yarapos, Wewak |
| 2011 | Grade 10 Certificate | Jubilee Catholic Secondary School, Port Moresby |
| 2009 | Grade 8 Certificate | Sacred Heart Catholic Primary School, Port Moresby |

1. **Leadership Roles:**

|  |  |
| --- | --- |
| **Title** | **Institution** |
| Class representative | International Training Institute |
| School Prefect | Mercy Secondary School Yarapos |
| Classroom & Dormitory prefect | Mercy Secondary School Yarapos |
| Member with Youth Against Corruption Association (YACA) | Jubilee Catholic Secondary School |
| Class Vice Captain | Sacred Heart Catholic Primary School |

1. **Attributes:**

* Communicate effectively both verbally and written
* Effective problem solving and analytical ability
* The ability to work under pressure and meet targets
* Willingness to learn and diligent in completing assigned tasks and projects
* To be hands on and motivate a team
* Excellent communication and customer service skills
* Values safety principles
* Good organizational and administrative skills

1. **Recruiting Qualities:**

My employment with the Applus+Wokman in the Recruitment division I have gained some great recruiting qualities as:

* Confidence
* Good communication skills
* Approachable demeanour
* Good listener
* Strong sales skills
* Target driven
* Good at multi-tasking
* Patience

1. **Computer Skills**

* Microsoft Office word
* PowerPoint
* Microsoft Excel
* Outlook
* Webmail
* Internet
* Google Drive
* Office Suite

1. **Employment History:**

Currently unattached at the moment and seeking employment.

**04th of July 2018 – 04th of July 2019 (1 Year)**

**Applus+Wokman**

**On-Job training –Recruitment Officer**

* Working with a team of 5 members, reports directly to the Client Services Manager
* My team won first place in the Safety Day Workshop game during Applus Safety Day

Duties performed:

* Job briefing – from Business Development Manager or Client
* Ensure Signed TOB (Terms of Business)
* Load job into ARC
* Advertise if necessary
* ARC search (Basic and Boolean Search)
* Assign candidates to job in ARC
* Phone Screen Candidates to assess suitability
* Put phone screen in events in ARC
* Shortlist to Manager or Client with summary / Cover CVs
* Follow up with Manager or Client within 1 week
* Arrange interviews / Scheduled dates or time
* Reference checks
* Advise successful and unsuccessful candidates
* Advise HR for Employee Contracts and on boarding
* Complete Accounts Client Invoicing Checklist
* Diarise to follow up with the candidate and client after a week of starting to assess success of placement

1. **Interest:**

* Reading
* Writing
* Sports
* Dancing
* Driving

1. **Referee:**
2. Applus+Wokman

Roselyn Kep

Senior Human Resource Consultant

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1. Applus+Wokman

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1. Applus+Wokman

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Recruitment & Contracting

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1. **Declaration:**

I sincerely affirm the authenticity of information pertaining to me contained herein as genuine and accurate, 10th of July, 2019.

Kathleen Kantha, Miss