CURRICULUM VITAE

JAMES (JNR) URIM

CONTACT ADDRESS



James (JNR) Urim

Post PNG Ltd

PO Box 2

National Capital District

PERSONAL CONTACT

Email: jnr.jamesaku@gmail.com

Digicel: **79492340**

PERSONAL DETAILS

Name: JAMES (JNR) URIM

Sex: Male

Place of Birth: Angau Memorial Hospital

Date of Birth: 30/10/1986

Age: 30

Marital Status: Single

Religion: United

Health: Excellent

Home Village: Suwen/ Gidobada

District: Sumkar/Rigo

Home Province: Central/Madang

Nationality: Papua New Guinea

PROFESSIONAL SUMMARY

I am a thorough and motivated professional with a strong desire to progress in any industry. My experience in Human Resource, and my end-to-end Claims experience have endowed me with excellent written and verbal communication skills, and a passion for helping staffs or customer attain satisfaction in the businesses or work.

Thriving in a fast-paced environment, I am a strong negotiator and a solid team player with an analytical approach. I am expressing my interest for this stimulating position where I can continue to develop my career.

**EDUCATION BACKGROUND**

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| --- | --- | --- |
| **Year** | **Institution** | **Attaintive** |
| 2009-2012  | University of Papua New Guinea  | Bachelor of Arts (BA)  |
| 2005-2008 | Bumayong Lutheran Secondary school  | Higher School certificate  |
| 1997-2004  | Taraka Primary School  | School Certificate  |

**WORK EXPERIENCE**

**2016 August 10 to Current-HR Admin & Safety Officer**

Tambale Tech Limited

Tambale Tech Limited is a small growing company specialised in telecommunication, internet (Wi-Fi} and fabrication…

***Responsibilities:***

* Minimised accidents and incidents by ensuring OH&S procedures and policies were implemented and maintained on-site and off-site
* Provided OH&S support to members of the organisation
* Delivered OH&S training
* Assisted RTW Coordinator with Workers’ Compensation claims
* Assist with risk assessments and incident investigations
* Identified and helped to resolve any OH&S issues within the organisation

**Achievements:**

* Successfully educated employees and management of their roles and legal responsibilities regarding occupational health and safety

**2014 January 2 –2016 February 19th Present: Senior Claims Officer**

Post PNG Ltd

Post PNG Ltd is a SOE that deals with mails, parcel, ems and logistics, offering a wide range of cargo insurance and risk management products and services.

 ***Responsibilities:***

* Coordination of information required for insurance claims; e.g. Fire stock, stock loss, theft, etc.
* Apply creative problem-solving to selected claims, while adhering to policy definitions and regulations
* Liaise with solicitors on bad debtor accounts and criminal matters
* Promptly advise clients of decisions regarding claims
* Deny claims where applicable
* Develop and maintain relationships with range of stakeholders
* Handle claims electronically on in-house data management system
* Report on status of legal and insurance matters in a schedule, at least monthly

**Achievements:**

* Successfully processed hundreds of claims, including approving and processing claims payments

**2012 December 17th to 2013 June 14th - Previous: HR Training and Development Officer**

Post PNG Ltd

Post PNG Ltd is a SOE that deals with mails, parcel, ems and logistics, offering a support services division assisting the overall organisation/operations.

***Responsibilities:***

* Conducting job evaluation surveys
* Liaising with managers and interviewing employees at all levels to identify and assess training and development needs
* Delivering and overseeing the training of individuals or groups of employees
* Compiling and presenting information
* Implementing, advising on and monitoring appraisal schemes
* Supervising and monitoring progress made via training programmes or schemes
* Ensuring employees receive statutory required training
* Designing and assessing training programmes.

**Achievements:**

* Met KPIs in a time pressured environment
* Successfully complete and submit reports on a timely manner.

**COMPUTER SKILLS**

Gain experience in Microsoft office application when I was in school and my current job with Post. (Secondary High School, University of Papua New Guinea and my employee Post PNG Limited)

|  |  |  |
| --- | --- | --- |
| **SOFTWARE** | **PROFICIENCY** | **EXPERIENCE** |
| Word  | Advanced  | 8 years  |
| Excel  | Advanced  | 8 years  |
| Outlook  | Advanced  | 4 years  |
| PowerPoint  | Advanced | 5 years  |

Interests

My interests include yoga, cycling, and hiking.

REFERENCES

**Randall Robert**

Regional Development Business Manager NGI

Post PNG Ltd

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