**RESUME**

**PERSONAL DETAILS:**

Name**: MADONNA** MANAI **KOYENGU**

Date of Birth: **28/07/1982**

Gender**: Female**

Marital Status: **Married**

Mobile**: 70814386/78566775**

Email: **mkoyengu82@gmail.com**

**CAREER STATEMENT:**

Learning and growth are two very important aspects in my career space as well as personal life. I have the ability to learn and work hard. I can work under minimum supervision to produce expected results. Also I am attentive to details as well and having sound numeracy and analytical skills.

**EDUCATION QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of School/ Institution** | **Qualification**  **Achieved** | **Year of Completion** |
| 1 | Southern Cross University  Affiliated with PNG Institute of Business Studies | SCU Bachelor in Business – Degree in Accounting | 2011 |
| 2 | Southern Cross University  Affiliated with Institute of Business Studies | SCU Associate Degree in Business- Associate Degree in Accounting | 2010 |
| 3 | University of Technology | Diploma in Commerce | 2005 |
| 4 | Passam National High School | Higher School Certificate [Grade 12 Certificate] | 2002 |
| 5 | Mercy College Yarapos High School | High School Certificate [Grade 10 Certificate] | 1999 |

**WORK/PRACTICAL EXPERIENCE: (*if any*)**

**Period Name of Organization & Job Title**

14th June 2014 – Current China Harbour Engineering Company (PNG) Ltd

Admin & HR Manager

Responsibilities

* Processing Payroll and account for employee (member) savings contribution to National Superannuation Funds.
* Accounts for all expenses/sales/received payments using the MYOB software
* Compile Monthly Income Tax Returns for all CHEC branches
* Conducting Interviews, drafting employment probation letters and employee contract letters
* Settling disputes by communicating industrial related matters by complying with PNG Company Law between the management, employees and third parties.
* Overall Overseeing the Administration and HR duties

2011 Oct – 2012 April Kutubu Special Purpose Authority

Accounts Officer

Responsibilities

* Accounts for all expenses spent on projects and post to ledgers
* Attend to all administration tasks

06th April 2006 – 10th October 2007 PNG Power Ltd

Cashier

Responsibilities

* Collecting and receipting of Power bills payments
* Updating daily collections and summarizing reports
* Daily bank runs
* Attend to customer queries

**COMPUTER SKILLS:**

* Microsoft Office Word
* Microsoft Office Excel
* Microsoft Office PowerPoint

**EXTRA CURRICULAR ACTIVITIES/ ACHIEVEMENTS:**

Received MYOB Certificate of Attainment on the 4th July 2021

Received Certificate in Introduction in Law on Human Resources Management Practice in Papua New Guinea on the 28th of July 2018.

Received Employee of the Year (Foreign Young Excellent Employee Award) for 2017 with China Harbour Engineering Company (PNG) Limited.

Received Merit Certificate from China Harbour Engineering Company (PNG) Limited in 2016.

Received third (3rd) price award in Associate Degree in Business at Institute of business College (IBS).

Received a Certificate in Merit in Geography Grade 12.

I participated in the Australian Maths and Science Competition and won the Maths award in 1998 while in Grade 9.

I embrace challenges and work towards overcoming them with a positive mindset and attitude. The things I love and enjoyed most are: personal development, cooking, gardening, learning new things and spending time with family.

**REFEREES:**

1. Mr. Wang Yanyu

General Manager

China Harbour Engineering Company (PNG) Limited

PO Box 594

Konedobu, N.C.D

Phone: 321 5999/73032685

Email: yywang@chec.bj.cn

1. Mr. Sing Wai Yee

Deputy General Manager

China Harbour Engineering Company (PNG) Limited

PO Box 594

Konedobu, N.C.D

Phone: 3215999 / 79524548

Email:  [waiyee.sing@outlook.com](mailto:waiyee.sing@outlook.com)

1. Mr. Qin Yudong

Finance Manager

China Harbour Engineering Company (PNG) Limited

PO Box 594

Konedobu, N.C.D

Phone: 321 5999/ 70675166

Email: ydqin[@chec.bj.cn](mailto:c@chec.bj.cn)