

# RESUME:



## A. PERSONAL DETAILS:

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**Name:** Nassain Mangula Puipui  
**Nationality/Province:** PNG/East New Britain & Milne Bay  
**Marital Status:** Married  
**Contact Address:** P.O.Box 892, Kokopo, ENB  
**Mobile Number:** 723 51296  
**Personal Email:** [nassainmpuipui@gmail.com](mailto:nassainmpuipui@gmail.com)

## B. PROFESSION:

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Self Employed

## C. PROFILE:

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Committed to providing the highest level of service to ensure complete customer satisfaction.

## D. QUALIFICATION:

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2004 – Introduction to Information Technology, Lae Secondary School  
2004 – Higher School Certificate, Lae Secondary School  
2002 – High School Certificate, Lae Provincial High School

## E. SUMMARY:

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### Skills & Knowledge

*I have:*

- Thorough knowledge of Banking procedures and Foreign Currency
- Sound knowledge of Lending Guidelines and Banking Operational Risks Management Policies
- Experience with various Banking systems and software applications
- Proficient Computer skills – in various Microsoft office applications and software applications
- High level of oral and written communication skills and am a keen team player
- Analytical and negotiation skills and am result oriented
- Good public relations skills

## F. PROFESSIONAL EXPERIENCE: (9 years)

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Organization	Position	Dates
Ok Tedi Power Limited	Finance & Administration Officer	May 2015 – Feb 2016
Bank South Pacific	NGI Regional Administration Officer (Kokopo)	Sep 2011 – Aug 2012
	CSO – Teller/Branch Cashier (Kokopo Branch)	Feb 2008 – Sep 2011
	CSO – Teller (Buka Branch)	Mar 2007 – Feb 2008
	Data Entry Clerk/Call Centre Operator (Lae Ops)	Dec 2005 – Mar 2007
Adsteam Shipping Agency	Freight & Logistics Clerk	Mar 2005 – Dec 2005

## G. ROLES & RESPONSIBILITIES

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### ➤ Ok Tedi Power Limited

- Reconciling creditors accounts and invoicing bills for payment
- Raising of payment requests, purchase orders and chq requisitions to goods/services providers
- Compiling and submission of monthly/quarterly financial reports
- Compiling and submission of monthly/quarterly reconciliation reports
- Compiling and submission of staff timesheets and salaries returns
- Attending to all staff queries and concerns
- Customer service and attending to customers' concerns and queries

- Inputting and updating of clients information onto metering system
- Other administration and customer service duties

➤ **Bank South Pacific Limited**

- Attending to customers concerns and enquiries
- Processing of customers transactions via various Banking systems
- Handling large amount of cash received and paid out
- Balancing of cash holding against end of day account balances
- Balancing and replenishing of ATM devices
- Balancing and reconciling of Eftpos accounts
- Balancing and reconciling of various Cash and General Ledger accounts
- Back office processing of office and general ledger transactions
- Opening of new accounts with proper and valid requirements
- Inputting of customers information onto Banking systems
- Amending customers details and changes onto Banking systems
- Compiling and delivery of customer correspondences
- Reconciling of transactions reports
- Monitoring of accounts activities via perusal of daily transactions reports
- Compiling monthly sales reports on various banking products for evaluation
- Compiling of monthly returns
- Marketing of various Banking products to increase customer base
- Organise in-house staff trainings on Banking products and procedures
- Other customer service and administration duties

➤ **Adsteam Agencies**

- Organising Logistics of clients cargo
- Raising freight invoices
- Liaising with stakeholders (Customs/NAQIA/Vessel Owners) for despatch and release of cargo
- Assist with storage and clearance of cargo
- Other associated duties

**H. REFEREES**

<p>1. Albert Burua  <b>Area Manager – NGI Region</b>  Bank South Pacific Limited  P.O. Box 320,  <b>KOKOPO , ENBP, PNG</b>  Ph: 982 9880  <a href="mailto:aburua@bsp.com.pg">aburua@bsp.com.pg</a></p>	<p>2. Herman Garalom  <b>Executive Manager</b>  Ok Tedi Power Limited  Braun Haus 2, PO Box 1  <b>KIUNGA, WP, PNG</b>  Tel: 649 3784/721 85815  <a href="mailto:hgaralom@oktedi.com.pg">hgaralom@oktedi.com.pg</a></p>	<p>3. Ashley Kepa  <b>Senior Accountant</b>  Ok Tedi Mining Limited  P.O. Box 1  <b>TABUBIL, WP, PNG</b>  Tel: 649 3000/700 47764  <a href="mailto:akepa@oktedi.com.pg">akepa@oktedi.com.pg</a></p>
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**DECLARATION**

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes my qualifications and experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

SIGNATURE: 

DATE OF SIGNING: 23/04/17