

PROFILE OF MR OBERT.FRANCIS



**OBERT. FRANCIS**  
**DIPLOMA IN BUSINESS**  
**(ACCOUNTING & MANAGEMENT)**

GENDER:	MALE
DATE OF BIRTH:	31/12/1994
MARITAL STATUES:	SINGLE
PLACE OF BIRTH:	MT HAGEN GENERAL HOSPITAL
HOME PROVINCE:	WESTERN HIGHLANDS PROVINCE
NATIONALITY:	PAPUA NEW GUINEA
POSTAL ADDRESS:	OBERT FRANCIS DIGICEL (PNG) LIMITED PO BOX 1618 PORT MORESBY NCD
CELL PHONE:	<u>70519750/72229820</u>
RELIGION:	SEVENTH DAY ADVENTIST
HEIGHT :	180CM
WEIGHT:	80KG
LANGUAGE:	ENGLISH,PIDGIN,MELPHA

✓ CAREER SUMMARY

Obert is currently working with Digicel PNG limited has a customer care Agent and graduated with a diploma in business in Accounting and Management. Physically fit and able to work in any designated locations. Obert is willing to undertake any work that falls within his ability and competence. He is committed to his current work and professional development in his career.

✓ WORK EXPERIENCE

POSITION	ORGANISATION	YEAR
Customer Care Executive	Digicel PNG Limited	2016-2017 (currently)
Labour Officer (Casual)	Department Of Labour and Industrial Relations	2015
Treasury	Sonoma student Association	2014-2015

## PROFILE OF MR OBERT.FRANCIS

### ✓ EDUCATION BACKGROUND

SCHOOL	ATTAINMENT	YEAR
DIGICEL LEARNING CENTER	MONEY MINDED CERTIFICATE	2016
SONOMA ADVENTIST COLLEGE	DIPLOMA IN BUSINESS (ACCOUNTING &MANAGEMENT)	2014_2015
MT DIAMOND ADVENTIST SECONDAY SCHOOL	GRADE 12 CERTIFICATE	2012-2013
MT DIAMOND ADVENTIST SECONDAY SCHOOL	GRADE 10 CERTIFICATE	2010-2011
MT HAGEN UNITED PRIMARY SCHOOL	GRADE 8 CERTIFICATE	2002-2009

### ✓ HOBBIES

▪ Church services and Bible Studies
▪ Current affairs and News Update
▪ TV and Documentary Programs
▪ Reading
▪ Gardening
▪ Gymnastic

### ✓ REFERENCE

Mr Jonathan Robert
Sonoma Adventist College
Po Box 360, Kokopo
East New Britain Province
Papua New Guinea

Mr Samuel Sowembari
Department of Labour and Industrials Relations
Po Box 3399
Rabaul, East New Britain Province
Papua New Guinea

PROFILE OF MR OBERT.FRANCIS

Mr Luke Topomia
Digicel PNG Limited
Po Box 1618,National Captial District,Gordons,Port Moresby
Papua New Guinea

Mr Frank Epe
Digicel PNG Limited
Po Box 1618, National Capital District,Gordons,Port Moresby
Papua New Guinea

I Certified that all the above informations provided are true,  
In testimony therefore affix my signature under my name.



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Obert Francis



## Pacific Adventist University

*hereby certifies that*

*Obert Francis*

*of*

## Sonoma Adventist College

*having successfully completed the prescribed requirements  
has been awarded a*

### *Diploma in Business (Accounting & Management)*

*with all the rights and privileges pertaining thereto  
by authority of the University Council*

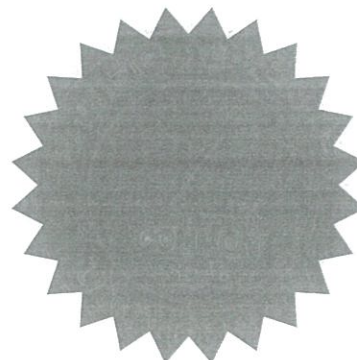
Chancellor

Chairperson of SAC Board

Vice Chancellor

College Principal

*Date: 29<sup>th</sup> day of November, 2015*



142986

Registration Number



# SONOMA ADVENTIST COLLEGE

An affiliated Campus of Pacific Adventist University

## Official Transcript of Academic Record



ID: 142986 Name: **Obert Francis** Gender: M Entry Level: PNGUSSC 2013 HS GPA: 2.00  
 High School: Mt. Diamond Adventist Secondary School Birth Entry No: A13-104226 DOB: 31-Dec-1994

Course: Diploma in Business (Accounting and Management)

	Code	Subjects	CrP	Term	Grade	
1	HE116	Academic English	3	2014 S1	C+	<b>Grading System:</b> A - Distinction B - Credit C - Pass D - Repeat F - Fail FC - Failed Component CH - Challenge Inc - Incomplete IP - In Progress NT - Not Taken W - Withdrawal WF - Withdrawal Fail VS - Very Satisfactory S - Satisfactory U - Unsatisfactory TC - Terminus pass T - Transfer  <b>Grade Points:</b> A = 4.00 A- = 3.67 B+ = 3.33 B = 3.00 B- = 2.67 C+ = 2.33 C = 2.00 C- = 1.67 TC = 1.67 D = 1.00 D- = 0.67 F = 0.00 FC = 0.00 WF = 0.00
2	BA120	Accounting 1	3	2014 S1	C+	
3	BC102	Computing Skills	3	2014 S1	B	
4	TN112	Gospels	3	2014 S1	C+	
5	BC161	Information Technology	3	2014 S1	C+	
6	WE101	Work Education 1	0	2014 S1	S	
7	BA121	Accounting 2	3	2014 S2	C	
8	BC261	Advanced Spreadsheet & Databases	3	2014 S2	B	
9	BL140	Introduction to Business Law	3	2014 S2	B	
10	BM150	Introduction to Management	3	2014 S2	C+	
11	BE230	Microeconomics	3	2014 S2	B-	
12	WE102	Work Education 2	0	2014 S2	S	
13	BA260	Accounting Application (MYOB)	3	2015 S1	B-	
14	BL240	Commercial Law	3	2015 S1	C	
15	BA221	Cost Accounting 1	3	2015 S1	B-	
16	BA119	Financial Accounting 1	3	2015 S1	C+	
17	EC105	HIV and AIDS	1	2015 S1	C-	
18	BE231	Macroeconomics	3	2015 S1	B	
19	WE201	Work Education 3	0	2015 S1	U	
20	TT220	Biblical Apocalyptic	3	2015 S2	C+	
21	BG201	Business Communication	3	2015 S2	C+	
22	BP290	Business Practicum	0	2015 S2	S	
23	BA220	Financial Accounting 2	3	2015 S2	C+	
24	BM270	Principles of Marketing	3	2015 S2	C+	
25	BA224	Quantitative Methods	3	2015 S2	B-	
26	WE202	Work Education 4	0	2015 S2	S	

\*\*\* End of Transcript\*\*\*

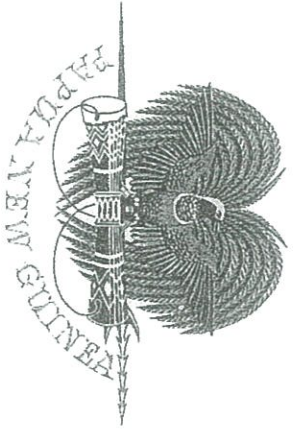
Total credits earned: **61** with a GPA of: **2.50** points.

Graduated: 29<sup>th</sup> November 2015

Award: **Diploma in Business (Accounting and Management)**

A transcript is official if it bears the impressed seal of the College and an ink signature of the Registrar or Records Officer.

Signature  
 Date of Issue: 29/11/15



# CERTIFICATE OF ATTAINMENT

*This certificate is awarded to*

**OBERT FRANCIS**

*of Mount Diamond Adventist Secondary School*


IN RECOGNITION FOR THE SUCCESSFUL COMPLETION OF GRADE 12 WORK AS REQUIRED BY THE PAPUA NEW GUINEA EDUCATION DEPARTMENT AND THE UNION MISSION OF THE SEVENTH-DAY ADVENTIST CHURCH. THIS STUDENT HAS GIVEN SATISFACTORY EVIDENCE OF GOOD MORAL CHARACTER AND IS NOW GRANTED THIS CERTIFICATE.

*Issued At Mt. Diamond Adventist Secondary School On*

*This 27th Day Of October, 2013*

  
Chairman - School Board

  
School Principal

  
Certificate Holder



**DEPARTMENT OF LABOUR & INDUSTRIAL RELATIONS  
PROVINCIAL LABOUR OFFICE**

PO Box 3398 Rabaul, East New Britain Province, Papua New Guinea  
Telephone: 982 8396/982 8162, Facsimile: 982 8755  
Location: TROPICANA MATANITU BUILDING, ROOM 3, Section 33, Lot 34

Friday 17<sup>th</sup> July, 2015.

**WORK EXPERIENCE REFERENCE FOR MR. OBERT FRANCIS**

This reference is made to confirm that Mr. Obert Francis, while taking up Business Management Course at Sonoma Campus of Pacific Adventist University in Kokopo undertook an five (5) weeks work experience with the Department of Labour & Industrial Relations, Provincial Labour Office in Kokopo.

The following tasks were taken out on satisfactory level;

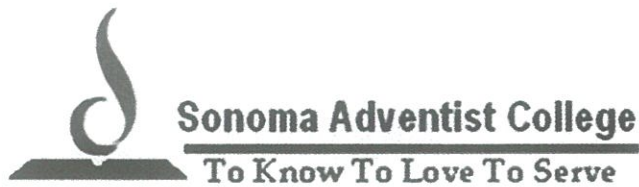
- a. Minor Industrial Complaints from employees. Reports taken, letters done and sent out to employers.
- b. Labour Inspections were carried out with Inspection reports done on smaller business organisations.
- c. Advice given to clients on issues relating to employment
- d. Assisting in Workers Compensation issues and complaints.

Mr, Francis was found to be loyal in attendance and punctuality. He takes advice and carries out given instructions with diligence.

Mr. Obert Francis is a promising worker and wish him all the best in his future endeavour.

Samuel Sowembari  
Provincial Labour Officer





*An Affiliated Campus of Pacific Adventist University*

Steven Biliai  
School of Business  
Sonoma Adventist College  
P.O Box 360  
Kokopo ENB

06<sup>th</sup> November 2015

TO WHOM IT MAY CONCERN

**RE: REFERENCE LETTER – OBERT FRANCIS – FINAL YEAR BUSINESS STUDIES**

This is to certify that I have known Obert Francis for the past 18 months as my student in the School of Business at Sonoma Adventist College. Obert is currently doing the Diploma of Business in Accounting and Management and this is his final year. He is a Christian, quiet and well-mannered and gets along with both staff and students. He is a keen learner who has progressed with his studies and has the potential to excel in his chosen course of study and career in accounting and management. Evidence of this was shown when he successfully completed four weeks of field work experience, as part fulfilment of his diploma award.

I have no hesitation in recommending Obert for employment or further studies. For more information please contact me on Digicel Mobile No: 70329335 or email me at: [Steven.Biliai@pau.ac.pg](mailto:Steven.Biliai@pau.ac.pg).

Thank you for your attention and consideration.

Yours faithfully

Steven Biliai  
Business Lecturer/Accountant





SCHOOL OF THEOLOGY - MINISTERIAL STUDIES DEPTMNT

P. O. BOX 360, KOKOPO, ENBP

Ph. 9821782. Fax: 9822164

E-mail: [Sonoma@pau.ac.pg](mailto:Sonoma@pau.ac.pg)

November 30th, 2015

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**REFERENCE for Obert FRANCIS**

I hereby certify that I have known **Obert FRANCIS**, for the last two years. He is currently a Business graduate of Sonoma Adventist College, an affiliated campus of Pacific Adventist University.

FRANCIS is a very faithful, honest and trustworthy person.. He is also actively involved in church spiritual programs and the youth activity of the Sonoma English church. He is very committed person in all spiritual programs of the church.

Therefore with no regrets, I would like to strongly recommend him eligible to apply and work at Government, Company or any Business organizations in PNG. I therefore trust that you will fully accept him with no second thoughts and uncertainty.

May the lord bless you as you respond to his request of work.

Should you require further information, please contact me on the above address. Also you can email me on [Robert.Jonathan@sonoma.ac.pg](mailto:Robert.Jonathan@sonoma.ac.pg)

Yours faithfully,

Pr. Robert Jonathan.

Lecturer of Ministerial Department.



**Digicel**

Digicel (PNG) Limited  
Section 494, Lot 1&2,  
Kennedy Road, Gordons  
PO Box 1618, Port Moresby, NCD  
Papua New Guinea

**To whom it may concern**

1st February, 2017

**Character Reference: Mr Obert Francis**

I have known Mr Obert Francis both from professional and personal perspective for more than 9 months April, 2016 when he commenced work with the company as a Customer Care Executive.

He is very honest, matured and hard working as well as being a person of very strong personal and professional principles. He is also friendly, open minded, firm decisions maker and committed to his assigned responsibilities. Obert displayed a resilient attitude of expressing himself in matters disputed a lot by both local and international customers and solving them amicably and competently, and at most resolved at first point of contact. He has very convincingly demonstrated the ability to very easily integrate and communicate with fellow workers and support managers to have every necessary work done on time.

He has set a great testimony by his excellent attitude towards his job as a Digicel Customer Care Executive.

I highly recommend Obert Francis to your organisation as a knowledgeable, resourceful and matured person for a job of his interest with your organisation.

Yours sincerely,

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**Luke Topomaya**  
**Customer Care Support Manager**

**Digicel PNG** | P.O. Box 1618, National Capital District, Gordons, Port Moresby  
**Mobile** | +67572221456 | **Email** | [Luke.Topomaya@digicelgroup.com](mailto:Luke.Topomaya@digicelgroup.com)