

22 August 2021

MAIGGI Hilda
73982904

June Valley
National Capital District
Port Moresby

A reliable and an honest person who is capable of handling any job task given. have the ability and is confident in any available job assigned.

Hobbies

Gardening, cooking

Education

- BUGANDI SECONDARY SCHOOL -1998
Attained Grade Ten (10) Certificate
- ADULT MATRICULATION . UNI TECH -2000
- RABAUL BUSINESS STUDIES -20014
Attained Certificate in Office Administration

Experience

East New Britain Provincial Administration
Central Gazelle LLG Administration - 01/05/2016 -4/07/2017
Central Gazelle LLG Administration . P.O .BOX 1875 KOKOPO .ENBP
Admin Officer /Public Money Collector

East New Britain Provincial Administration
Gazelle District Administration -23/03/2014 - 19/07/2014
Gazelle District Administration . P.O .BOX 1875 KOKOPO ENBP
Secretary

East New Britain Provincial Administration
Gazelle District Administration -9/06/2013 - 9/08/2013
Gazelle District Administration . P.O .BOX 1875 KOKOPO ENBP
Secretary

Mountain Fuel Freighters
P.O .BOX 795 Lae MP -01/06/2000 -18/06/2003
Office Clerk

Mountain Transport Limited

Cartrans Limited
P.O .BOX 1297 Lae MP 1/11/1999 - 1/06/2000
Office Clerk

Skills

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e:

Office Processes and Procedures includes...

- *Computer skills*
- *typing*
- *Invoicing/ordering*
- *filing/binding/scanning*
- *prepare meeting minutes*
- *writing reports, quotation, credit notes ,proposal etc...*
- *emailing*
- *writing up claims*
- *writing cheques for LLG wards*
- *registering inwards correspondence for District Administrators and Deputy Administrators*
- *supervise loading cargoes*
- *supervise fuel tankers loading to Highlands region.(esp..pogera gold mine.)*

Referees

*Mrs Rosemary Kilembe
Central Gazelle LLG Manageress
9839220*

*Agatha Robert
East New Britain Provincial Administration
Gazelle District Administration
Secretary
9839220/9839159*

*Ruthy Rua
Rabaul Business studies
9821343*