**Mr. Amanullar KHAN**

**Manus Island Regional Processing Centre - Lombrum**

**Contact number: +675 71061360**

**Nationality: PAKISTAN**

**Email: amanullahk637@gmail.com**

**Objective.**

To seek employment in in the areas of Finance, Accounting of Administration in one of the statutory arms of the Government of PNG through its state Agency in the Commercial Department. I have worked with the government of Pakistan through one of its state agency and feels that I can give me skills expertise, knowledge and wealth of experience to the state agency of Government of Papua New Guinea.

**AVAILABILITY**. I am available any time and of Immediate Start.

**Main Skills & Abilities.**

* Office Management and Procedures
* Top Supervisory Skills
* Professional Customer Service approach.
* Business Administration
* Computer- Microsoft Word & Excel & software

**Personalities.**

* He has a good Charisma
* Approachable
* A very good sense of humour
* Very humble approach.

**Current PNG Driving Licence.**

* Can Drive light vehicles and would need a current (PNG) valid licence.

**Education and Qualification:**

**Year 1998 – 2002 Masters in Science in Mathematics**

University of Balochistan , Balochistan, Pakistan.

**Year 1995- 1997 Bachelor Degree in Science**

Tarmeer-e- Nau Public College, Quetta, Balochistan, Pakistan.

**Year 1993 – 1994 Higher School Certificate.**

Govt High School, Shaheed Shafiq Ahmed Khan, Quetta, Balochistan, Pakistan

**Employment History.**

**2000- 2013** **Quetta Electric Power Branch of Water and Power Development Authority**.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Quetta, Pakistan. |  |  |

**Specific Tasks:**

* Office Management & Procedures
* Billings
* Line Losses
* Units Billed and received from the grid station
* Maintenance and checking of CP-21 C from the SDO office ( Meter Reading List)
* Coding the (DATTA) for the main computer for processing.
* CP-136 Change / Addition of consumers update
* Bill Adjustment –CP-52 to remove the errors from the bill of a consumers
* CP-138 Meter change order/Permanent disconnection Orders
* CP-88 A – Bill Assessment
* CP-88 L – Ledgers of Payments & Arears
* CP-135 – Bills Payed in Instalments
* CP-111 – Output of CP-52 – Bill Adjustment from the main computers
* CP-112 N- Disconnection notice issued to the consumers for non-payment of bills.
* CP-112 – Final Notice of Disconnection. ( Equipment Removal Order)
* CP-93- Free Units allowed to the emplyees according to the Scales.
* CP-91 – The Monthly report received from the main computer about the units and payment of the employees.
* CP- 96 the Number and the Age of the defective meters etc…

**Language skills.**

|  |  |
| --- | --- |
| **Name** | **Proficiency** |
| * English | * Very Good ( Official) |
| * Urdu * Phasto | * Mother Tongue ( Native) * Mother Tongue ( Native) |

**HOBBIES/ INTEREST.**

* I always want to spend time with my families.

**Referee.**

**Frida**

Case Worker

ICSA-Manus

Phone #:

Email: