



ELIZABETH MEMAIRI

ACCOUNTS OFFICER

PROFILE

DOB: 08/04/1983
Marital Status: Single
Children: one (1)
Home Village: Miaru
Home province: Gulf
Religion: Christianity
Nationality: Papua New Guinean

CONTACT

PHONE:
72030006/78140244

EMAIL:
e.memairi@gmail.com

HOBBIES

Going to church,
Reading Books/novels
Socializing with family & friends
Cooking
Singing/listening to music
Traveling

WORK EXPERIENCE

KWILA CORPORATION LTD -Accounts Department

Designation: Accounts Receivable Officer

Dates: From April 2014 to Current 2020

Duties included:

- Data entries/input
- Process & post payment after confirming on bank statement
- print & file bank statements
- business banking
- prepare overseas TTs
- Process refund Claims
- assist payables to prepare documents for signing esp. bank effts & print cheques
- assisted property officer with electricity meter readings, billing rental invoices, attending to tenants complains & queries,
- client services and assist when needed at front desk or urgent office runs
- filling paid vouchers or invoices and
- keeping records for vehicle fleets for registration & safety sticker renewals

KWILA CORPORATION LTD -IT Department

Designation: Data Entry/Input officer & Refund Officer

Dates: From May 2005 to March 2014

Duties:

- Data Entry/input & posting of payment,
- refund payment claims,
- check and correct payments wrongly posted,
- liaise and follow-up for delayed payments & Collect cheques, assist loan officers, business Banking, update/ record & file documents

HALO HALO DELIGHTS & CAFÉ – Waitress/Assistant

Dates: From 2004 -2005 (1-year experience)

Duties: Customer services, waitress, assist chef/cook, take cake and food orders, Business banking, stock inventory

EDUCATION

DALTRON TRAINING - Excel 2007 Intermediate Certificate (short course-2011)

INTERNATIONAL TRAINING INSTITUTE (ITI)

Dates: 2008 -2010

Short Courses: Time Management Cert, Microsoft Word 2007 Level 2 Cert, Business Writing Cert, Microsoft Word 2003 L1 Cert, and Quality Customer Service Cert.

JUBILEE CATHOLIC SECONDARY SCHOOL

Date: 2002-2003 Grade 12 Higher School Certificate (completed Gr11-12)

TOKARARA HIGH SCHOOL

Date: 2000-2001 Grade 10 High School Certificate (completed Gr9-10)

TOKARARA PRIMARY SCHOOL

Date: 1993 -1999 Grade 8 Higher School Certificate (completed Gr1-8)

OBJECTIVES

Devoting my time to the position and working towards learning and broadening my knowledge and skills in the new environment, Co – operating and liaising with departmental or sectional staffs to accomplish tasks and achieve the best outcome/results for the organization

REFEREES

**MRS.PATE GENO – ACCOUNTANT
KWILA CORPORATION LTD**

PO BOX 1457
BOROKO, NCD
PH:325 8811
MOB: 72030004

**MRS.NANCY MWAWESI -LOANS SUPERVISOR
KWILA CORPORATION LTD**

PO BOX 1457
BOROKO, NCD
MOB: 71735543

**MRS.BENEDETTE OVE -PRINCIPAL
JUBILEE CATHOLIC SECONDARY SCHOOL**

PO BOX 1099
BOROKO, NCD
PH: 3112300