



Dorcas Iki

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Profile

Have twelve(12) years of Experience in Accounting/Business, Costings /Supply Logistics/ Stock (Inventory)/Management & Administration.

My objective is to find an employment opportunity in a Supply Chain, Business and Administration fields

Skills

- Procurement
- Contracts
- Logistics & Ware Housing
- Expediting
- Receipting
- Dispatching
- Inventory
- Costings/Management Accounting/ Accounts Payable/Payroll
- Stock Control
- Administration
- OH &Safety

Personal Attributes

Ambitious: Full of ambition, strong desire "to do" something.

Cooperative: Work well with others.

Flexible: Manageable, adaptable, versatile.

Career Detail

Morobe Mining JV-Admin & Supply Officer-Jul-2012 to Current

- Administration
- Accounting/costings
- Contracts
- Invoicing
- Reconciliation
- Raising Journal
- Stock Inventory Control
- Track & Trace all TNT and Air Freight cargos for MMJV
- Monitor all local orders for MMJV are delivered on time
- Receiving
- Dispatching
- Raising Orders
- Raising Requisition
- Weekly report for all receiving orders and outstanding orders to management

Ramu Agri Industries – Senior Management Accounts Clerk Feb-2003 to Jul 2012

- Monitor all (8) eight fuel location for Ramu Agri Industries
- Monitor all (Fuel) stock movements receipts and usages.
- Monitor Lubricants usages and stock take
- Conduct Monthly Stock take and compile all cycle count for inventory check for all ware houses.(Fuel, Lubricants, Sugar, Ethanol, Molasses and Beef
- Stock take and compile all cycle count for inventory checks
- Reconcile all stock with inventory stock to General Ledger.
- Monthly Valuation Stock Report (Before & After Stock take)
- Monthly Stock Variance Report
- Oversee all fuel charges to fleets/machines and vehicles
- Monthly GL Reconciliation
- Assist Accounts Payable to Post PO Related invoices

Professional Development –

- Portable fire Extinguisher Training- MMJV Training Centre -2014
- Agriculture Conference & Study Tour-AWAiA Canberra-2009
- Excel 2000 Intermediate –Daltron -2007

Education and Qualifications _

- Certificate in Stock Accounting – International Training Institute- 2011
- Certificate in Work Place Health & Safety Level One (1)- Safety PNG -2010
- Certificate in Business – International Training Institute- 2009
- Book Keeping & Debtors Reconciliation-Lae Uni Tech -2004
- Certificate in Computing & Accounting - International Training Institute- 2000

Key I.T Skills-

- Pronto Soft Ware-Currently using
- Microsoft Word
- Excel
- Internet
- Microsoft Outlook
- Power Point
- Acc-Pac

Hobbies and Interests –

- Travelling-Meeting new friends/people
- Camping-Sharing and learning new ideas
- Sports-Working with others as a team
- Religion-Reading and Writing

References-

1. **Kenneth Ila**
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2. **Julie Sugoho**
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