**CURRICULUM VITAE**

**PERSONAL DETAILS:**

Name: Florence Kamai Henry

Address: P. O. Box 6642

**BOROKO**

National Capital District

Mobile #: 73125684

Email: [henryf038@gmail.com](mailto:henryf038@gmail.com)

Gender: Female

Date of Birth: 28th September 1982

Marital Status: Married

Home Province: East Sepik

Village: Avatip

Denomination: Catholic

**WORK EXPERIENCES:**

2nd August 2010 - 19th October 2017- Guard Dog Security Services (Pom) Ltd and Laba Security –

(Payroll Team Leader)

***Duties and Responsibilities:***

* Processing of payroll using Attache’Payroll System- Attaché’ BI Version.
* Calculating of Site Allowances for Laba Seceurity Services employees.
* Calculating leave, long service, resignation and terminations.
* Running payroll reports after every payroll processed.
* Doing direct salaries and wages banking through BSP- Kundupei /ANZ- Diskpay
* Do Nasfund, NCSL, and IRC salary and Wages tax report and payments every month end.
* Banking and Cash Reconciliations for Salaries and Wages.
* Run IRC statement of earnings report on yearly bases
* Writing out cheques for cash wages and petty cash
* Updating of payroll after every payroll being process.

11th June 2007 – 28th July 2010 – Oceanic Communications (PNG) Ltd – Accounts Payable/Payroll.

***Duties and Responsibilities:***

* Collecting of timesheets from all branches nationwide.
* Processing of payroll using Attache’Payroll System.
* Calculating leave, long service, resignation and terminations.
* Running payroll reports after every payroll processed.
* Doing direct salaries and wages banking through Westpac- Handpay Software
* Do Nasfund, NCSL, and IRC salary and Wages tax report and payments every month end.
* Banking and Cash Reconciliations for Salaries and Wages.
* Run IRC statement of earnings report on yearly bases.
* Writing out cheques for cash wages and petty cash.
* Updating of payroll after every payroll being process.
* Entering of invoices of supplies into E-Accounts System.
* Writing of cheques to supplies.
* Petty cash reconciliation.
* Debt card reconciliations.
* Doing financial statements and reports for payroll and accounts payable.

22nd January 2007 – 8th June 2007- CHM Whole Sale- Admin Officer.

30th November 2007- 6th January 2007- CHM Center Point- Sales Assistant.

23rd September 2002 – 18th October 2002- PNG Forest Authority- Practical Work Experience.

***Duties and Responsibilities:***

* Preparing requisition of claims using Microsoft Word & Microsoft Excel.
* Doing general banking duties.
* Distributing of correspondence to respective divisions.
* Answering incoming calls and other general office duties.

**COMPUTER SKILLS:**

I am able using the following computer softwares; Microsoft Word Document, Excel, Ms Word, Power Point, MYOB, Attaché Payroll, Attaché Accounts and E-Accounts.

**EDUCATIONAL QUALIFICATIONS:**

17th July 2006- 8th December 2006 – Diploma in Accounting (Port Moresby Business College)

2001- 2002 - Technical Training Certificate in Business Studies (Port Moresby Business College)

1998 - 1999 - Grade 11& 12 (Wewak University Centre).

1994 - 1997 - Grade 7 - 10(Bishop Leo Secondary School)

1988 – 1993 - Grade 1 - 6 (Kreer Primary School)

**HOBBIES:**

* Cooking
* Cleaning
* Watching TV
* Listening to Music

**REFEREES:**

**Mr Peter Philip**

Bomana Police College

Private Mail Bag, Boroko

National Capital District

Mobile #s: 72010116, 72723737, 76916816

**Mr Luke Suke**

Guard Dog Security Services (Pom) Ltd

P. O. Box 648

Port Moresby

National Capital District

Mobile #: 71904516

Email: assistantbranchmanagerpom@gdsspng.com

**Ms Lilian Sanderson**

Mobile #: 73595295

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