**PO Box 692 WAIGANI NCD**

**DOB: 20th January 1990**

**Home Province: Morobe & Oro Province**

**Gender: Female**

**Religion: Christian (Lutheran)**

**Phone: + (675) 76319680 / 72951772**

**Email:** **jan.kingston22@gmail.com**

**Objective:**

Help bring in success and development Prospects for PNG’s future in Business Management & human resource.

**Education**

2009-2012 Bachelor in Business Management, University of Papua New Guinea, NCD

2008-2009 Upper Secondary School Certificate (Grade 12) Gordon Secondary School, NCD

2007-2006 Lower Secondary School Certificate (Grade 10) Gordon Secondary School, NCD

**Work Experience**

* 3months (October-January) 2006 Student Trainee, PNG Ports (Port Moresby)
* 6months (July-December) 2011 Digicel PNG (Port Moresby) Welcome Team Part time
* 1 year 8months (August 2013 to April 2015) Working with Puma Energy PNG Ltd as a Supply Analyst
* 7 months (April 2015 to October 2015) as a Supply & Stocks Reconciliation officer with Puma Energy PNG Ltd
* 9 months - October 2015 till current as a Marine Scheduler with Puma Energy PNG Ltd.

**Skills/Training**

MS Word

MS Excel

Customer Care

Logistics Management

Bunker platform Attendant

Supply & Purchasing

**Responsibilities**

2016Marine Scheduler

2015 Supply & Stocks Reconciliation Officer

2013 Supply Analyst

2012 Group Leader- Project Management

2011 Business Management Yr. 3- Fundraising Committee

2008 Fundraising Committee

2007 Class Captain

**Hobbies**

I like playing soccer and hockey, reading books, cooking and socializing. I love travelling, meeting new people, going to new places and being adventurous.

**References**

* Mrs. Evelyn KUA

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UNIVERSITY

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* Mrs Margaret Nareso

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* Ms Sharmaine Uware

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