



# SALOME SEILON

Section 148 Allotment 119

TOKARARA

71196413/70915741

sbseilon@gmail.com

## CURRICULUM VITAE

### PERSONAL STATEMENT

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities. Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential.

### WORK EXPERIENCE

**ADMINISTRATIVE ASSISTANT** January 2011 – Present

Responsible for providing an efficient and professional administrative service to colleagues, managers and supervisors to facilitate the efficient operation of the

### 1: GENERAL ADMINISTRATION/OPERATION

- Meeting and greeting clients and visitors to the office.
- Report to Senior Administrative Officer
- Assist fellow administration staff where possible
- Typing and updating administration documents
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning for administration
- Ordering Quotations/collections from other companies does business with

### ACADEMIC QUALIFICATIONS

Divine Word University **2013 - 2014**  
Diploma in Management

Port Moresby Business College **2011**  
Certificate not completed

Limana Vocational Centre **2010**  
Certificate in Business Studies

### PERSONAL DETAILS

Name: Salome Seilon  
DOB: 4/02/92  
Province: Milne Bay  
Religion: United Church  
Address: C/-Divine Word University,  
P.O BOX 582 KONE DOBU  
Phone: 71196413  
Email: sbseilon@gmail.com

### 2: GENERAL ADMINISTRATION-HRM

- Conducting inductions for new employees.
- Processing of Passports, visas and work permits for staff & students.
- Providing employment references for past employees.
- Organising and arranging interviews for candidates.
- Dealing with work hours, sick, maternity leave issues for staffs
- Organising business travel, itineraries, and visas for
- Receive applications for job and studies; informing applicants of the outcome of their applications
- Liaise between campus Administration, international/national Lecturers and students
- Assist with sending work hours for the company
- Providing training and orientation for new staff.

### 3: GENERAL ADMINISTRATION-STUDENTS SERVICES

- Maintaining an electronic and hard copy filing system for students
- Update class profile, classlist and time table for students
- Printing and compilation of student/participant learning materials for programs offered at the campus/administration
- Coordinating and arranging repairs to office equipment.
- Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access.
- Scheduling meetings and preparing materials for students
- Effective organizational skills.
- Organising travel & accommodation arrangements for Lecturers
- Resolving administrative problems.
- Scheduling and delegating administrative tasks for the Lecturers

### PERSONAL ABILITIES

- Attention to detail.
- Punctual and reliable.
- Can work without supervision.
- Ability to cope and work under pressure.
- Good written and verbal communication skills.
- Able to work as part of a team.
- Having a patient outlook.
- Ability to multitask and manage conflicting demands.
- Ability to prioritise tasks.

### REFERENCES

- Fr. Garrett Roche -Director of HRM  
Divine Word University Phone: 4222937
- Ms Karen Tito -Senior Administration Officer  
Divine Word University-POM Phone: 3255668
- Sr. Maria Goretti Leison -Manageress  
Limana Vocational Centre Phone: 3257806