**CAREER OBJECTIVE**:

I am a hardworking person willing to Serve your organization with transparency, Accountability and fully utilize any necessary skills and knowledge I have to make some meaningful contribution towards the achievements of your organization goals and objectives.

**PERSONAL INFORMATION**

**Name:** Julie Kengena Pandea

**Sex:** Female

**Age**: 28

**Date of Birth**: 12/08/1994

**Place of Birth**: Port Moresby General Hospital

**Marital Status**: Single

**Religion**: Christianity, PNG Bible Church

**Home Village/District/Province**: Ohlgei, Imbonggu District, S.H.P

**Contact Address**: C/Otto Pandea, P.O. Box 1655 Waterfront Food World Down Town, Port Moresby

**Phone Number**: 73599354

**Postal Address**: C/O Otto Pandea, P.O. Box 1, OTML, APD, Tabubil, Western Province

**Phone Number**: 72642979

**PERSONAL & PROPERSONAL CHARACTERISTICS**

* Self-discipline
* Good Work Ethics
* Time Oriented
* Reliable
* Honest
* Trustworthy
* Committed
* Exited to learn More

**EDUCATION HISTORY**

**TERTIARY EDUCATION**

2020 Pacific Institution of Leadership and Governance

**Diploma in Accounting**

2018 Institution of Business Study (IBS)

**Certificate IV in Accounting**

2017 Institution of Business Study (IBS)

**Certificate III in Accounting**

**SECONDARY EDUCATION**

2014-2015 Gerehu Secondary School

2011-2012 Juha College Secondary Schools

**PROFESSIONAL MEMBERSHIPE/ADDITIONAL SHORT TRANING/AWARDS**

2017 Institution of Business Study Career Development Training Canter

**Certificate in MYOB Training**

2016 Ginigoda Training Program for First Aid Respond

**Attainment Certificate for Base First Aid**

**EMPLOYMENT HISTORY**

***COMPANY NAME*** – ***KOREAN PAPUA TRADING GROUP OF COMPANIES******Position Title – Office Assistant for KPT Group of Companies Accountant – Start Date 01/12/2020\_To Current Duties Include****:*

*1. Journal or Data Entries for Daily Business Transaction (Receipt, Invoices, Credit Purchase & offsetting Invoices Purchase on Credit) For Six Companies and there are;*

* *AUTOMART LIMITED*
* *KH TYREMART LIMITED*
* *KPT ENGINEERING LIMITED*
* *TWIN MERLION BUSINES CENTER LIMITER*
* *COFFEE N JOY LIMITED (KIWA RESTAURANT)*
* *KPT INTERNATIOPNAL*

*2. Encoding /Recording Input, Output and Withhold Tax of Goods and Services (GST)*

* *AUTOMART LIMITED*
* *KH TYREMART LIMITED*
* *KPT ENGINEERINGLIMITED*
* *TWIN MERLION BUSINESS CENTER LIMITED*
* *COFFEE N JOY LIMITED*
* *KPT INTERNATION LIMITE*

3. *Encoding/Recording Salaries, Employer & Employees Nasfund Contribution by making Journal Entry in the QuickBooks*

* *AUTOMART LIMITED*
* *KH TYREMART LIMITED*
* *KPT ENGINEERING LIMITED*
* *TWIN MERLION BUSINES CENTER LIMITER*
* *COFFEE N JOY LIMITED (KIWA RESTAURANT)*
* *KPT INTERNATIOPNAL*

***COMPANY NAME*** – ***KOREAN PAPUA TRADING GROUP OF COMPANIES***

***Position Title - Office Assistant to Customer Service Manager for KPT Engineering Limited - Starting Date 19/08/2020\_To Current***

***Duties Include:***

* *Filing*
* *Customer Service Both Face to Face and on Phone (Make & Received Calls)*
* *Record Time Card*
* *Record Expense for Reimbursement*
* *Record Monthly Card Sales and Cash Sales Transaction (Single Entry)*
* *Photo Copy, Scan, Laminate & Biding*
* *Admin Runs – Banking, Collect Payment & Purchase Office Suppliers*
* *Collect and attached credit Note/receipt for payment to the suppliers*

**KEY STRENGTH**

* Two Year’s Plus Experience in Record/Encoding daily Business Transaction/Journal Data Entries for Six Companies in QuickBooks
* Two Year’s Plus Experience in Encoding/Record of Input, Output and Withholding Tax (Government Department) of GST in QuickBooks
* Two Year’s Plus Experiences in Encoding/record of Salaries, Employer & Employees Nasfund Contribution in QuickBooks
* Six Months Experience in Extracting of GST from QuickBooks to Excel Sheet to Submit to (IRC) Internal Revenue Commission
* Basic Knowledge in Bank Reconciliation.
* 2 Years plus Experiences in Office Assistance, Flexible to Work under Pressure and Meet Deadline in are charging Environment.
* Customer Service both Face to Face and on Phone (Make Calls & Received Calls)
* Computer Literate and competent with the use of Microsoft applications – Word, Excel, Power Point and Internet
* Profound Knowledge of Basic Health Skills.
* Self-Disciple, Good Work ethics and Time Oriented
* Profound Knowledge of MYOB System & QuickBooks System
* Admin Runs – Banking, Collect Payment & Purchase Office Suppliers
* Attached Invoice/ credit Note for Payment
* Record of Time Card in Excel Sheet
* Filing & Labelling
* Photo Copy, Scan, Laminate & Biding

**SUMMARY**

I have completed my Diploma in Accounting at Pacific Institution of Leadership and Governance in 2020. I am currently employed as an office Assistant to the Corporate Service Manager for KPT Engineering Ltd and Office Assistant to the Accountant of Korean Papua Trading Group of Companies for Two (2) Years plus now**. I am currently doing Daily Report Journal Entries for Income and Expenses for the Six Companies, Assist in Computing of GST, Record Monthly Card Sales and Cash Sales Transaction (Single Entry), Customer Oriented Both Face to Face and on Phone (Make and Received Call) and Record Time Card, Filing, Record Expense for Reimbursement, Admin Runs – Banking, Collected Payment, Prepare Invoices/Credit Note for Payment & Purchase Office Supplies and Etc.** I am willing to contribute, learn and grow to service your organizations with Honesty, Transparent and uphold the Code of Work Ethics in your organization with Integrity

## REFEREES

1. Ms, Caryl Armarille

**PERSONAL ASSITANT**

**MANAGING DIRECTOR FOR KPT GROUP OF COMPANIES**

**MANAGER**

**TWIN MERLION BUSINES CENTER**

Sec.36 Lot 12 Poinciana Street

Phone: +675 78857944

Email: [twinmerlionbc@kptpg.com](mailto:twinmerlionbc@kptpg.com)

2. Camille Anne Salvador

**MANAGER**

**KPT ENGINEERING LIMITED**

Sec.36 Lot 12 Poinciana Street

Phone: +675 81922329

Email: [engineeringsales@kptpg.com](mailto:engineeringsales@kptpg.com)

3. Ms Leah Mero

**OFFICE ASSISTANT**

**TWIN MERLION BUSINESS CENTER LIMITED**

Sec.36 Lot 12 Poinciana Street

Digicel: +675 73702934

B-mobile: +675 7603786

Email: [twinmerlionbc@kptpg.com](mailto:twinmerlionbc@kptpg.com)

4. Mr, Brandon Manumanua

**PARTS COORDINATOR**

**KPT ENGINEERING LIMITED**

Sec.36 Lot 12 Poinciana Street

Digicel: +675 727202934

Telikom: +675 7603786

Email: [engineeringsales@kptpg.com](mailto:engineeringsales@kptpg.com)