**UPDATED CURRICULUM VITAE - 2020**

1. **Personal Details:**

Name: Kathleen Kantha, Miss

Gender: Female

Date of Birth: 24th March 1997

Marital Status: Single

Address: C/- P.O. Box 495 UPNG, Port Moresby, National Capital district

Email: [kanthakathleen08@gmail.com](mailto:kanthakathleen08@gmail.com)

Mobile: 70278726

1. **Educational History:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Qualification** | **Institution** |
| 2017 | Diploma in Human Resource Management | International Training Institute, Port Moresby |
| 2016 | Certificate in Human Resource Management | International Training Institute, Port Moresby |
| 2014 - 2015 | Diploma in Management  (withdrew due to family problem) | St’ Philomena’s college, Mysore, India |
| 2013 | Grade 12 Certificate | Mercy Secondary School Yarapos, Wewak |
| 2011 | Grade 10 Certificate | Jubilee Catholic Secondary School, Port Moresby |
| 2009 | Grade 8 Certificate | Sacred Heart Catholic Primary School, Port Moresby |

1. **Leadership Roles:**

|  |  |
| --- | --- |
| **Title** | **Institution** |
| Class representative | International Training Institute |
| School Prefect | Mercy Secondary School Yarapos |
| Classroom & Dormitory prefect | Mercy Secondary School Yarapos |
| Member with Youth Against Corruption Association (YACA) | Jubilee Catholic Secondary School |
| Class Vice Captain | Sacred Heart Catholic Primary School |

1. **Attributes:**

* Excellent interpersonal and communication skills
* Excellent written and verbal communication skills
* Sales and negotiation skills
* A goal – orientated approach to work
* The ability to handle multiple priorities
* Problem – solving ability
* Researching and creating reports
* The ability to meet deadlines and targets
* Attention to details
* Values safety principles
* Ambition and determination to succeed
* Tenacity
* Confidence and self – motivation
* Time management and organizational skills
* Team – working skills
* Customer service skills
* Creativity

1. **Computer Skills**

* Microsoft Office word
* PowerPoint
* Microsoft Excel
* Outlook
* Webmail
* Internet
* Google Drive
* Office Suite

1. **Employment History:**

Currently unattached at the moment and seeking employment.

**Applus+Wokman**

**On-Job training –Temporary Recruitment Officer**

* Working with a team of 5 members, reports directly to the Client Services Manager
* My team won first place in the Safety Day Workshop game during Applus Safety Day

**Responsibilities:**

* Ability to work in a service – oriented approach
* Track candidates previously interviewed and selected by clients
* Interview candidates
* Prepare candidate short – lists and reports
* Assist in contract negotiations, employee offers & contract preparations as required
* Conduct candidate searches on various sources of recruitment (Boo lean search, LinkedIn Search, Facebook search, etc.)
* Using candidates databases to match the right person to the client’s vacancy
* Design of customised questionnaires per role
* Requesting references and checking the suitability of applicants before submitting their details to the client
* Briefing the candidate about the responsibilities, salary and benefits of the job in question
* Preparing CVs and correspondence to forward to clients regarding suitable applicants
* Organising interviews for candidates as requested by the client
* Informing candidates about the results of their interviews
* Presentation of weekly progress reports and creation of weekly work plans
* Ability to follow a process and direction
* Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated
* Reviewing recruitment and policies to ensure effectiveness of selection techniques and recruitment programme

**HR duties as requested:**

* Assisting Human Resource Team by Advising for Employee Contracts and On – Boarding Forms and completing AIC (Accounts Client Invoicing Checklist) for the contractors.

1. **Outside Interest:**

* Cooking
* I love travelling
* Spend time with my family
* I love kids
* Reading self-help books
* I enjoy nature

1. **Referee:**
2. Applus+Wokman

Roselyn Kep

Senior Human Resource Consultant

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1. Applus+Wokman

James Fraser Byass

Client Services Manager

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1. Applus+Wokman

Rachiddah Kolema

Human Resource Officer

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Mobile: +675 7294 2771/+675 7550 4337

1. **Declaration:**

I sincerely affirm the authenticity of information pertaining to me contained herein as genuine and accurate, 29th of January, 2020.

Kathleen Kantha, Miss