**Curriculum Vitae**

**Name:** UZZIEL KWALO

**Home Province:** East Sepik Province

**Marital status:** Married

**Date of Birth:** June 18th 1998

**Address:** C/ Felix Biyama  
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**SUMMARY**

Currently working as, a Human Resource Assistant with the G4S Secure Solutions (PNG) Ltd. Actively involved in school leadership roles and provincial and district activities and projects. I am a third year Bachelor of PNG Studies and International Relations at Divine Word University in Madang. However, due to financial issues I was not able to complete my studies so I graduated with a diploma in PNG Studies & International Relations on 19th of March 2021, with good average grades academically, and I am very much interested to be part of your reputable organization, to effectively contribute my skills and knowledge and fully committed to ensure your organizational goals and objectives are maintained at highest standards.

**KEY STRENGTHS**

* Good communication skills, public speaking, research, planning and organization skills
* General understanding and moral ethics principles and practices
* Flexible to work under pressure
* Good computer skills including, Excel, Word, PowerPoint, Email and Pronto.
* Willing to volunteer and offer help

**EDUCATION HISTORY**

* + **Bachelor of PNG Studies & International Relations (Year 3 Academic Transcript)** -Divine Word University in Madang, 2019
  + **Diploma of PNG Studies & International Relations** - Divine Word University in Madang, 2021
* **Upper Secondary School Certificate** - Brandi Secondary School in Wewak, East Sepik Province, 2015
* **Lower Secondary School Certificate** - Hawain Technical High School in Wewak, East Sepik Province, 2013
* **Carpentry & Joinery Certificate** - Hawain Technical High School in Wewak, East Sepik Province,2013
* **Know About Business (KAB)** - Hawain Technical High School in Wewak, East Sepik Province,2013

**CAREER HISTORY**

* + Office Assistant (Part Time Job) - Malahum FODE RSC, 17th November 2018 - 10th February 2019
  + Inventory Cycle counter/ Audit Officer - 17th September 2021 – 10th May 2022
  + Human Resource Assistant (Filing Clerk) – 11th of May 2022 - Current

**SPECIAL AWARDS**

* + Principal’s Award – Brandi Secondary School
  + Dux Award – Hawain Technical High School
  + Good Behavior Award – Sir Lus Primary School

**LEADERSHIP QUALIFICATION**

* DWU Maprik Student Association President – DWU 2019
* DWU East Sepik Student Association Cultural Rep – DWU 2019
* Health Prefect – Brandi Secondary School 2015
* Class Vice Captain – Brandi Secondary School 2014

**VOLUNTARY SERVICE**

* Carried out awareness in primary and secondary schools in East Sepik Province about the importance of school and GPA requirements.
* Help in cleaning Madang town as part of the community service organized by the DWU SRC.

**MEMBERSHIP**

* Transparency International Member – 2017 to 2018
* Toast Master Club – 2017 - 2018

**HOBBIES**

* Tell stories
* Participating in school organize activity
* Playing sports, reading books
* Watch documentaries movies

**REFEREES**

Mrs. Kogolo Tanu   
Human Resource Department (Recruiting Officer)   
G4S Secure Solutions (PNG) Ltd   
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Mrs. Mary Michael   
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