**Nelux Loeme | Sales Executive**

 Location: **Badili (POM)**

 Phone: **702862378/7528096**

 Email: **neluixlme@gmail.com**

**Professional profile**

An enthusiastic, dedicated and versatile individual with a positive attitude towards all aspects of work and good people skills. Sufficient with previous customer service experience.

With well over 2 years of experience in customer service and other administrative roles. I am committed to accomplishing the teams’ success, and focusing on the company’s goal. Qualified with a BA (major in Psychology and minor in Business Management.

**Core Skills**

* Helping customers make informed buying decisions
* Handling transactions bar/pokies (cashiering)
* Working within a team to deliver exceptional service
* Conducting telephone business with clients and service providers
* Keeping management informed via notes and reports
* Positive “can-do” attitude

**Career Summary**

**November 2013 - Dec 2013 Bartender**

 **At the Cosmopolitan**

*Outline*

Work within bar department, comprising 6 or more members, serving customers and reporting to bar manager.

*Key Responsibilities*

* Mix alcoholics and creative cocktails
* Process payment from customers
* Open and maintain tabs throughout the shift
* Reporting to duty Manager

*Key Achievement*

* Tasks gets done in time for next shift
* Company makes profit
* Learned new ideas

**Apr 2012 – Oct 2013 Bar Cashier/Floor attendee / Trainee Pokies cashier**

 **Cisco Limited (Atlantis Club)**

*Outline*

Work within shifts as bar cashier, comprising of 4 teams, supervised new employees, reporting to the supervisors and manager.

*Key Responsibilities*

* Serving customers on a daily bases
* Handling transactions
* Provide supervision to ensure that all of the tasks are carried out in time
* Working as an effective team to get job done in time for the next shift to continue

*Key Achievement*

* Promoted for trainee pokies cashier
* Learned new skills
* Saved enough money to further my studies
* Trained new employees

**July 2012 – Aug 2012 Trainee Tour Coordinator**

 **Ecotourism Melanesia**

*Outline*

Coordinates with the director to plan a tour with dates, time and locations. Make arrangements and schedules as per the need and requirements of clients.

*Key Responsibilities*

* Conducting post-tour analyses, and reports responses
* Planning tour schedules
* Communicating with guest house owners and arrange travel arrangements for the tour
* Booking for the clients travelling
* Keeping management informed via reports

**June 2008 – Aug 2011 General Porter**

 **Kokoda Tracks & Tours / Back Track Tours, and others**

*Outline*

Guide trackers alone the track, with more than 10- 15 porters, and reporting to the guide and team leader.

Key Responsibilities

* Guide Trackers alone the track
* Cook meals
* Do the dishes
* Carrying guest bags

*Key Achievements*

* Learn a lot from the trackers
* Became self-sustainable
* Memorable experiences alone side the Australians Trackers

**Education & Qualifications**

**BA Psychology and Business Management**

University of Papua New Guinea, UPNG (2020)

**Diploma** **Business Management**

International Training Institution, ITI (2015)

**Certificate Year 12 General Subjects**

Sogeri National High School, (2005)

**Additional Information**

**IT Skills:** Microsoft Office including Word, Excel, PowerPoint and access

**Reference**

 **Referees attached**

**1). Mr. Sivanathan Sivaruban;**

Director of Studies International Training Institute

 ph#: (675) 3202800

Emal:**enquiries@iti.ac.pg**

**2). Mr. Herra ONNO**

Executive Officer – SHSS University of Papua New Guinea

Ph#: (675+) 3260900 Fax#: (675+) 3267187

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**Referees on request (2).**

 **Dr. Leo Marai**

University of Papua New Guinea Lecturer in Division of Psychology

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**3). Mr. Michael Esop**

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