**CURRICULUM VITAE**

Personal Detail Name: Rudolf Venantius

 Date of Birth: 25th July 1984

 Gender: Male, Marital Status: Married

 Denomination: Catholic

 Home Province: Madang

 Contact Details:

 The iPi Group

 P.O. Box 795

 Lae 411, Morobe Province

 Mobile: 71877246

 Gmail: rvenantius@gmail.com

 Office: 475 1400 or 72000224

Education History 2006-2009 – University of Papua New Guinea

 Bachelor of Business & Management

 (Majoring Public Policy & Management)

 2002-2005 – Malala Catholic Secondary School

 (Grades: 9-12)

Employment History

7th Dec 2017 - Current: The IPI Group (Transport Division)

 GPS/Operations Officer

* Live GPS Tracing & Monitoring of fleets.
* Sending Movement Reports.
* Reporting Breakdowns, accidents, road issues and other related issues to Management.
* Doing GPS Health Checks on all departing and arriving Fleets to ensure all GPS Kits are working fine.
* Reporting Assess availability in all iPi depots
* Preparing load dockets for loading.
* Preparing & dispatching loads.
* Performing other roles as required by the company.

24th July 2014 - 16th June 2017 Master Systems Technologies Ltd

 Fleet Controller

* Live GPS tracking & monitoring of vehicles, trucks, tankers, trailers (assorted fleet, etc).
* Preparing & sending trip and movement reports to clients & management.
* Reporting breakdowns, accidents/incidents, road issues and other related issues to client & management on a timely manner.
* Performing other roles as required by the company.

May 2010 – October 2012 Digicel (PNG) Limited

 Customer Care Executive

* Assisting Digicel customers on its various products and services.
* Assisting Digicel Customers on its various Business & Data Plans, etc.
* Monitoring & Topping up corporate client’s Postpaid and CUG accounts.
* Preparing invoices and billing, etc.
* Performing other business activities as required by the company.

October 2009 - March 2010 Vacation Employment – PMIZ Project Madang

 Field Officer – Project Impact Survey Team

* Sourcing and collecting data on the affected communities in relation to the Project.
* Doing project impact survey, etc.

Leadership and Awards 2008 Chairman – Fundraising Committee

 (Madang Students Association – UPNG)

 June 2012 – Top Performance Award Digicel (PNG) Ltd

Other Skills Excellent Computing Skills

 MS Word Document, MS Excel, MS, MS Outlook, Internet

 Efficient Typing Skill (50 works/minute)

Referees Soli Boski Jnr

 Human Resource Officer – IPI Transport Ltd

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 Luanna Mesa

 Quality Controller & Trainer

 Master Systems Technologies Ltd

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 Michael Neras

 IPI GPS Supervisor

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 Richard T Arume

 Human Resource Officer

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