**CURR****ICULUM VITAE**

## PERSONAL DETAILS

Sex: Male

Date of Birth: 8th August, 1983

Marital Status: Married

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Mobile: +67570102091

Home: +67570102091

Work: +6756495673

Province: Sandaun

Nationality: Papua New Guinean (PNG)

Point of Hire: Port Moresby

## KEY SKILLS

Have the ability to manage time and prioritize workload to ensure efficient delivery of all aspects of tasks.

* Supervisory skills
* Prolific computer skills
* Inventory and Logistics ERP soft wares such as SAP and Syspro.
* Good communication skills both written and verbal

## CAREER HISTORY

1. **Logistics Officer, Ok Tedi Mining Ltd, Papua New Guinea**

**(June 2016 to Present)**

* Maintain accurate information in database for tools, equipment and assets, timesheets and man-hours.
* Expedite and keep track of all the imported materials
* Local purchasing - materials requisitions and orders
* Coordinate quarterly inspections in line with MRA Mine Safety Guidelines for all rigging and electrical gear and maintain a clear record in the database.
* Keeps an inventory of all chemicals/paints on site and ensure handling and storage according to Material Safety Data Sheets.
* Supervise fleet movement to cater for logistics requirement.
* Trained First Aid Officer
* As a Fire Warden, ensure that all fire equipment is in good condition and that people are aware of what to do during fire emergencies.

1. **Assistant Depot Manager , Steel Industries, Papua New Guinea**

**(May 2014 to May 2016)**

My duties include but not limited to:

* 15 people reported to me including the guards
* Run daily operation of the depot in accordance to the company’s objectives and targets.
* Coordinate service for cranes, forklifts and trucks
* Supervise stock inventory and report variances for figure and value adjustments.
* Check off inbound shipments and receipt into stock when required
* Plan timely dispatch of the customer orders / deliveries
* Depot’s safety officer for all safety compliance

1. **Factory and Warehouse Supervisor, Beltek Chemicals, Papua New Guinea**

**(Jan 2014 – April 2014)**

* Keep inventory of all the raw materials and end products
* Assign daily batch and supervise production of industrial and house hold chemicals in the factory and making sure end products meet the company standards.
* Give professional advice to customers about chemical products
* Ensured that safety was paramount.
* Scheduled daily schedules of fleets for deliveries and errands.
* Organized daily shifts for warehouse and factory staff for customer service continuity.
* Ensure that the customers get the best service through our fast and concise customer service.

1. **Logistics Coordinator, Saipem Asia, Biendong**

**PNGLNG**

**June 2011 to January 2013**

**Project, Vietnam**

**Feb 2013 to July 2013**

I reported to Asia Pacific Logistics Manager and my jobs included.

* Import and export of shipments
* Prepared invoices, packing lists and provide advice to shipping agents on the requirements of the Bill of Lading for imports.
* Ensure packing is done correctly
* Assist customs and shipping agent for clearance of cargos
* Kept track on tracker the updates of shipments and updated information available for projects personnel.
* Warehousing.
* Inventory of all the materials in the warehouse
* I ensured that the materials and equipment we stored in the most appropriate manner or as per storage requirements or as specified in the Material Safety Data Sheet (MSDS).
* I was also in charge of our safety.
* Everything going and out were accounted for
* Vessel management
* Schedule runs for supply vessels to projects’ sites
* Liaise with local authorities on fuel and fresh water bunkers and food supplies for the supply vessel.
* Assisted in crew change
* Others.
* Facilitated recruitment of casual staff when required
* Payroll for casual staff
* Validate claims for service providers

## EDUCATION HISTORY

|  |  |  |
| --- | --- | --- |
| YEAR | SCHOOL | ATTAINMENT |
| 2005-2008 | University of Papua New Guinea | Bachelor of Science(Chemistry) |
| 2003-2004 | St. Ignatius Secondary School | Higher School Certificate |
| 1999-2002 | Green River High School | School Certificate |

## OTHER CERTIFICATES

* First Aid and LV Pannel rescue certificate – Federation Training, Australian standard.
* Certificate in First Aid Training from PNG Red Cross - 2017
* Certificate of Award for Abiding by Workplace Health and Safety Regulations during the PNGLNG Project Exxon Mobil/Saipem Eni – 2012
* Cert in project planning, design and implementation - 2009
* Certificate of Participation in Peer Education Training (Sponsored by Marie Stopes and UNFPA) - 2007
* Certificate of Distinction, Australian Mathematics Competition - 2002
* Certificate of Distinction, Australian Mathematics Competition - 2001
* Certificate of Distinction, Australian English Competition - 2000
* Certificate of Distinction, Australian Science Competition - 2000

### LEADERSHIP ROLES

* President of Sandaun Students Society (UPNG) - 2008

My roles included but not limited: organizing open forums, meetings, awareness, guide for students’ academic, social and spiritual welfare and other organized activities both inside and outside college.

**REFEREES**

1. Patrick Enda,

Human Resource Manager,

Tawap Kamen Invenstment

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1. Hervé Belin

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