**Daniel NEAH**

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**SUMMARY**

With no practical full time employment experience yet, been so involved in school activities and planning work since my primary school years, actively involved in school leadership roles and also being the elected Student Representative Council President during my senior year at College. I have recently graduated with a Certificate and Diploma Certificate in Accounting with very exceptional grades academically, and now I am very much interested to be part of your reputable organisation, to effectively contribute my skills and knowledge and fully committed to ensure your organisational goals and objective are maintained at highest standards.

**KEY STRENGTHS**

* Effective communication both written and oral communication
* Strong understanding of Accounting concepts, practices and business principles
* Basic understanding of MYOB Software Research, Planning and Organization skills
* Active public speaker
* Effective time management observer
* Open and willing to do more when required
* A team player and can work individually when required with high level of honesty
* High level computer skills including Excel, Word and PowerPoint and Outlook/Email
* Basic understanding of MYOB Software
* Always available to help and volunteer
* Flexile and patient under pressure; ability to meet deadline and challenges
* Enthusiastic, conscientious, hardworking and reliable
* Attentive to detail and fast learner
* Financial literate

**EDUCATION HISTORY**

* **Diploma Certificate in Business Accounting** – Kokopo Business College – East New Britain, Kokopo - 2018
* **Certificate in Business Accounting** – Kokopo Business College – East New Britain, Kokopo - 2017
* **Upper Secondary School Certificate** – Dela Salle Bomana – Port Moresby, NCD – 2016
* **Lower Secondary School Certificate** – St Charles Lwanga – Port Moresby, NCD – 2014
* **Primary Education** – Wabag Primary School – Enga Province, 2007-2012
* **Elementary Education** Lette Elementary School - Enga Province, 2004-2006

**LANGUAGES**

* **Effective Communication skills demonstration**, Oral and Written Communication Skills Both In English and Pidgin
* **Mother tongue** (Tokples)

**CAREER HISTORY**

* Part time employment with Prestige Properties Ltd.
* 5 Months work experience with Rapid Response Ltd.

**AWARDS & OTHER ACHEIVEMNTS**

* **Certificate of Achievement** –Drive Safe PNG
* **Certificate of Attendance** – Ginigoada Foundation Inc.
* **National Police Clearance 2020**
* **NID and Birth Certificate**
* **Student Representative Council President –** Kokopo Business College

**SPECIAL SKILLS ACQUIRED**

* Exceptional Computing Skills; Microsoft Word, Excel, Internet and Research, PowerPoint, Outlook/Email etc.
* Basic understanding of MYOB Software
* Effective communication both written and oral communication skills
* Accounting Skills
* Leadership Skills
* Self-motivated, result oriented and ability to work with minimum supervision and work well under pressure
* Public Speaking skills

**LEADRSHIP QUALIFICATION**

* **Student Representative Council President** – Kokopo Business College, 2018
* **Highlands Region Student Vice President** – Kokopo Business College, 2017
* **Class Captain** – Dela Salle Bomana, 2015-2016

**MEMBERHIP**

Current member to Nambawan Super – Membership Number: 378533

**CAREER OBJECTIVE**

To build my career in the Accounting Profession in a challenging business environment, in a position that will enhance my qualifications, abilities, and skills in performing a job more efficiently and to add more significant value to my employer’s success.

**HOBBIES**

* Like teamwork but dislike laziness
* Loves cooking, reading books and listening to music
* Like playing Rugby and Soccer
* Like to volunteer

**REFEREES**

1. **Mr Kemos Yowe**

Lecturer – DMOA

Deputy/P Admin

PO Box 504 Kokopo, ENB

Mobile: +675 70635504

1. **Mrs Elizabeth Koaba**

Human Resource Manager

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1. **Edward Dango David**

Senior Church Pastor

Hohola Adventist Church

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