

CURRICULUM VITAE

PERSONAL DETAILS:

Name: Darusila (Sheila) Long

Date of Birth: 01 January, 1994

Marital Status/Sex: Single Female

Home Province: East New Britain

Contact Address: P O Box 502
WAIGANI. NCD
Phone: 7121-8001 / 7284-7606 email: shenziegal007@gmail.com

EMPLOYMENT HISTORY:

| | | |
|--|--|-----------------------------|
| Jul 2016 – Aug 2018 | Digicel PNG Ltd, PNG | MIS Administrator |
| Jan 2015 – Jun 2016 | Digicel PNG Ltd, PNG | Customer Care Executive |
| Feb 2013 – Jan 2015 | Brian Bell & Co. Ltd, PNG | EDP Costing Clerk Assistant |
| Dec 2012 – Feb 2013 | High Arctic Energy Services PNG Ltd, PNG | Receptionist (Temporary) |
| 20 th – 25 th July, 2009 | Victoria Manor Aged Care Facility, Melb. Australia | Aged Care worker |

EDUCATIONAL DETAILS:

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| 2017 - Current | International Training Institute, POM <i>Subjects studied: Accounting, Business Law, Business Org Management, Marketing Management, HR Management, Entrepreneurship & Small Business, Strategic Management, Business Writing, Office Application, Intro to Economics</i> | <i>Diploma in Management</i> |
| 2011 - 2012 | Port Moresby Institute of Matriculation Studies, POM <i>Subjects studied: General Math, Infor Tech, Geography, Economics, Language & Literature</i> | <i>Grade 12 Certificate</i> |
| 2010 | Port Moresby Grammar School, POM | <i>Grade 11 (Terms 3-4)</i> |
| 2009 | Kangan Batman TAFE, Melb. Australia | <i>Certificate II in Hospitality (Short Course)</i> |
| 2007 - 2009 | Hume Central Secondary College, Melbourne, Australia <i>Subjects studied: Infobiz, Blast Off Rocket Science, Explosive Chemistry, Law and Change and Food around the world, English, Mathematics.</i> | <i>Grade 8 – 10</i> |

CAREER OBJECTIVE:

To have stability in a job and to be an effective member of a qualified team with strong commitment to achieving results. To be the best at anything and everything I do no matter how big or small the task may be. Mistakes lead to improvement, challenges lead to opportunity and competition only fuels excellence.

REFEREES:

Mr. Joshua Bendo (CC Manager)
Digicel PNG Ltd
PH: 7222-4042

Mr. Paul King (Purchasing Manager)
Brian Bell & Co. Ltd
PH: 325-5411 ext 20447

Mrs. Anthonia John (HR Coordinator)
High Arctic Energy Services PNG Ltd
PH: 7314-9119 or 307-2012
