**Career Summary**

A highly resourceful, flexible, innovate, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning, and organising a wide range of administrative and HR duties.

Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for an opportunity to prove my acquired skills, knowledge, and expertise in any organisation that will give me the opportunity to do.

**Work Experiences**

**Administration Manager** Pacific Property & Investments Limited June 2010 – Present ––

Preparing commercial and residential lease documents for tenants and register with IRC

* Property marketing
* Assist tenants to settle in well in ensuring accommodation needs are met
* Developed Tenant Information Sheet for tenants’ convenience in sourcing services like electricity, gas supplies, security contacts, etc
* Manage Receivables/Payables
* Monthly invoicing for all rental properties
* Oversee general maintenance and repairs for all properties
* Oversee maintaining of park lands
* Manage ground staff and administration assistants
* Process financial monthly reports using MYOB
* Manage major creditors like GULLG, PNG Power, Lands, IRC, etc to maintain proper records
* Process all Land Receipts as required with Department of Physical Lands & Planning
* Provided in-house training where required
* Make recommendations for required jobs where needed

**Admin Manager** – Pacific Properties & Investments Limited 11/04/2010 – current

* Report directly to General Manager
* Provide weekly written report of workplace updates to General Manager
* Identify workplace issues and provide solutions and recommendations
* Establish good relations with clients
* Oversee Staff Performances
* Ensure all Section Supervisors carry out delegated responsibilities as required and work with assigned staff of their Sections in accomplishing assigned goals/ambitions
* Develop Workplace Policies where required
* Develop various Workplace Templates
* Oversee all planning for assigned tasks
* Conduct in-house trainings for Sections as per needed- group and individuals
* Recruit and induct new employees
* Liaise with various Lessees, commercial and residential for lease renewals
* Provide rapport support for all Sections to maintain all functions with efficient output of work
* Organises Staff Meetings for Workplace Issues

**Key Skills**

**AREAS OF EXPERTISE**

* Office procedures
* MS Office
* Data management
* Staff management
* Customer Service
* Admin/Finance Support
* Organising meetings
* Logistics
* HR Duties
* Filling/archiving

**Administrative Duties**

* Maintaining electronic and hard copy filing system
* Coordinating and arranging repairs to office equipment & purchases
* Comprehensive knowledge of Microsoft Word, Excel, PowerPoint
* Scheduling meetings, chairing and preparing agendas
* Effective organisational skills
* Organizing travel & accommodation arrangements
* Supervising/managing other staff
* Scheduling and delegating administrative tasks
* Processing visas and work permits
* Developing templates in accordance to workplace needs
* Developing workplace policies where required
* Ability to type at 60wpm
* Competitive user of internet in sourcing required information for workplace usage

**Personal Abilities**

* Attentive to details
* Punctual and reliable
* Work with minimum or no supervision
* Able to cope and work under pressure
* Excellent written and oral communication skills
* Efficient team player
* Possess a patient outlook

DELMAH VINCENT

**Administrative Resume**

**Career Summary** ‘cont’

**Administration Officer** - July 2007 – Dec 2009 – Repax Limited – Small scale gold purchasing company specialized in buying raw gold, smelting and exporting

Responsible for providing an efficient and professional administrative and clerical/financial services to the company Directors, clients, and co-workers to facilitate the efficient operation of the company.

* Maintain day to day administration of the office
* Ensuring office procedures and systems operate efficiently
* Processed wages, tax deduction, and superannuation for all employees using Excel
* MYOB data entry processing
* Organise stationeries as required
* Receive and response to all phone call and emails
* Managed Accounts Receivables/Payables
* Manage support staff
* Maintain Filing System
* Providing of secretarial services such as organizing appointments, arranging working and handling petty cash
* Aided all company related issues where required

**Academic Qualifications**

* **Divine Word University**
* Diploma in Human Resource Management 2016 – 2017
* Goroka Technical College
* Higher Certificate in Accounting 2006
* Pacific Adventist University
* Certificate in Administration Secretary
* 1998

**Key Skills** ‘cont’

* Ability to multi task and manage conflicting demands
* Ability to listen well and communicate effectively
* Highly competent in providing administrative support to those I report to
* Ability to prioritize tasks
* Competent with PowerPoint usage of doing presentations

**Referees**

Miriam Petersen – Property Manager – Pacific Property & Investments Ltd – 532 3441

Phil Petersen – Internal Auditor for Pacific Group of Companies – 532 3475

**Personal Details**

Delmah Vincent - Eastern Highlander, Single mother of 4 kids, Adventist, age 40 (28/11/1978), contact is Digicel #71696971. Enjoy travelling, meeting new people, and watching documentaries.

I certify all the information provided are true representation of myself.