

**Duncan Koto**

C/- Nathen Maire, Bank of Papua New Guinea,

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**SUMMARY**:

With no practical full-time employment experience as yet, been so involved in church activities and planning work since my primary school years, actively involved in schools leadership roles province and district activities and project. Graduated from Institute of Business Studies (IBS), pom Campus (6mile) major in Human Resources Management and Business Management, with very exceptional grades academically, and I am much interested to be part of your reputable organisation to effectively contribute my skills and knowledge and fully committed to ensure your organizational goals and objectives are maintained at highest standard.

**KEY STRENGTHS**:

* Effective communication skills in demonstration of oral and written communication skills(English & Pidgin) and Research, Planning and organization skills
* General Understanding and Human Resource Principles and Practices
* Flexible with abilities to under pressure
* Effective time Management observer
* Open and willing to learn do more when required
* Always available to help and to volunteer
* Sober habits

**EDUCATION**

* **Certificate in Human Resource Management & Certificate in Business Management** at Institute of Business Studies(IBS)- Port Moresby, NCD, 2017
* **Upper Secondary School Certificate**- Kupiano Secondary School, Abau, Central Province, 2016.
* **Lower Secondary Certificate**- Kupiano High School – Abau, Central Province, 2012

**LANGUAGE**:

-Effective Communication Skills demonstration, Oral and Written Communication skills both in English & Pidgin

**CARRER HISTORY**: SRC SCHOOL PREFECT, 2016

**HOBBIES**:

* Like teamwork but dislike laziness
* Like to participate in church activities
* Like to participate in sports

**REFEREES**:

Mr Ishmael

Certificate (iii) Course Coordinator,

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