Curriculum Vitae –Eldah Pukut

**A. Personal Information**

NAME Eldah Pukut

CONTACT 79942644 / 73112443

AGE 37 years old

GENDER Female

DATE OF BIRTH 01st-March 1981

MARITAL STATUS Married

DEPENDENTS Two (2)

HOME VILLAGE Malmaluan Village, Central Gazelle District

HOME PROVINCE East New Britain Province

Nationality PNG

HOBBIES: Reading Books, Listening to Music,

 Meeting new people, and learning new things.

RELIGION United Church

ADDRESS Eldah Pukut

 C/ - Rabaul Metal Industries

 PO BOX 62, Rabaul ENBP

 Phone: 982 1050/1051/1052

 Mobile (Digicel):79942644 / 73112443

**ATTRIBUTE/SKILLS**

* Good oral and written communication
* Very Good analytical and numerical abilities
* The ability to work as part of the team
* Competent Computer Skills – MS Office Word/Excel
* Accounting Software’s – MYOB
* Hold membership of CPA PNG and working towards achieving CPA status

**B. Career Goals & Objectives**

* To attain a professional education and work experiences.
* To be a productive employee for any organisation and work as a team member in achieving organizational goals & Objectives.
* Has the ability to work under pressure, is analytic and has excellent problem-solving skills.

**C. Education Training & Qualification**

**Education**

**INSTITUTION QUALIFICATION YEAR**

PORT MORESBY BUSINESS COLLEGE Diploma in Business Studies – Accounting 2002

PORT MORESBY BUSINESS COLLEGE Certificate in Business Accounting - 2001

PORT MORESBY NATIONAL HIGH SCHOOL Attained Grade 12 Certificate 2000

MARIANVILLE HIGH SCHOOL Attained Grade 10 Certificate 1998

LAE PROVINCIAL HIGH SCHOOL Attained Grade 8 Certificate 1996

ST PAUL’S COMMUNITY SCHOOL Attained Grade 6 Certificate 1994

**D. Work History**

COMPANY: Rabaul Metal Industries

DEPARTMENT: Finance & Headoffice Department

Current Position Held: Management Accountant

Period: 21st January 2004 up to current August 30th 2017.

**Duties and Responsibilities**

* Timely reconciliation of all General Ledgers (Balance Sheet).
* Maintenance of Fixed Assets Register.
* Complete month end reconciliations and journals for accounts.
* Oversee monthly reporting functions
* Preparing month end reconciliations & reports for the management.
* Liaising with accounts and inventory staff and other colleagues
* Perform statutory functions as directed by the General Manager or Finance Controller.
* Supervising a team of accounting staff/technicians

**Personal Attributes and Requisite**

* Outgoing personality and sober habits, self motivated, hardworking person character.
* A team player and contributes to teamwork.
* Physical fitness and good health.
* Ability to work under pressure
* Initiative
* Analytical thinker
* Ability to work with colleagues at all levels in the organisation structure

**E. Referees**

1. Ms Doreen Nelson

 HR / Payroll Supervisor

 C/- Rabaul Metal Industries

 PO Box 62, Rabaul

 East New Britain Province

 Ph.982 1050/1051/1052 Fax: 982 1025

 Email: doreen@rmi.com.pg / jobs@rmi.com.pg

2. Mr. Nicholas.J. Lyons

 General Manager

 C/- Rabaul Metal Industries

 PO Box 62, Rabaul

 East New Britain Province

 Ph.982 1050/1051/1052 Fax: 982 1025

 Email: nick@rmi.com.pg

3. Mr. Don Lerum

 Finance & Administration Controller

 C/- Rabaul Metal Industries

 PO Box 62, Rabaul

 East New Britain Province

 Ph.982 1050/1051/1052 Fax: 982 1025

 Email: cfo@rmi.com.pg

I hereby certify that the above information is true to the best of my understanding.

Eldah Pukut (Ms)

Date 17th December 2018

Maintain and develop the financial system ensuring that current and future needs for financial information are identified and met.