

# EMMANUEL MULIVOA



P.O BOX 1618, WAIGANI, PORT MORESBY, NATIONAL CAPITAL DISTRICT, PAPUA NEW GUINEA.

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## Personal Information

Full Name: Emmanuel Mulivoa  
Gender: Male  
Age: 30  
D.O.B: 02 July 1987  
Marital Status: Married with two (2) dependents  
Religion: Christianity (Catholic Church)  
Place of origin: Raised in Hisiu Village, Central Province, Kairuku Hiri District  
Home Province: Madang, Milne Bay & Central Province

## Objectives

Performing my ultimate best to achieve optimum quality results in any given capacity.

## Languages

Fluent English, Pidgin, Motu, Kairuku, Milne Bay, Central and Madang Bundi.

## Interests

- Have interests in work that are projects related.
- Use my knowledge and experience and skills in different areas of work.
- Provide analysis and research for reporting and consulting purposes.
- Pursue further studies and training and have the opportunity to run my own consultation firm.

## Experience

Business Solution Corporate Sales Executive ▪ 11<sup>th</sup> 03, 2017 - Current  
▪ Digicel (PNG) Limited – Port Moresby Head Office

### Primary objectives, Duties and Responsibilities of my job description:

- Implementing Sales Targets, Increasing Sales and Profitability hence, performing marketing and promotion activities as appropriate to grow overall Digicel business and meeting company sales goals and objectives.
- Executing Sales and Marketing strategies in Digicel Corporate Business thru analyzing, researching, policies making and business development management.
- Managing Key ICT Corporate Accounts in Mining, Petroleum and Energy (Vertical Accounts)
- Managing and develop activities including supervision of contracts with new customers acquisition, staffs training and retention. Also assisting with the selection and training of new staffs and provide routine direction and supervision of partners employees.
- Protecting company funds & assets by following prescribed safety, reporting & compliance procedures.

- Executing the national policy of Digicel (To be communicated) in the Corporate Business Channel. To ensure all other Digicel services & products are provided in compliance with established policies & procedures & in compliance with all applicable state laws.
  - To develop professional relationships with Digicel partners to maintain company reputation.
  - To Prospect on new opportunities and collection of all information of the market
- All other duties as assigned

#### Corporate Account Manager ▪ 28 October 2014

##### ▪ Digicel Highlands Regional Corporate Account Manager

- Managing Key Corporate Accounts in the Digicel Head Office – Highlands Province (Mt. Hagen) Western Highlands Province.
- In charge of Digicel Business Highlands Region – ICT, GSM, Billing, TV Wan and Corporate Sales and Marketing.

#### Retail and Marketing Coordinator ▪ 28 June 2009 – 12

##### ▪ Digicel Momase Region – Retail and Marketing Coordinator

- Manage and Coordinate retail channel Momase Region – In charge of Digicel Retail Trade Marketing and Branding, Retail Audits, Dealership Operation, Affinity Sales and project discovery in the Momase Region.
- Execute brand and marketing plans according to agreed actions as per Region Market/Branding development plan
- Review and ensure quality and exposure of hired outdoor spaces and require and implement any new opportunity of brand exposure.
- Act as main liaison for the local media, coordinating messages in radio stations, further expanding the promotional messages in key radio programs, developing radio interaction with radio stations and consumers.
- Propose, negotiate and implement events that are relevant within the region to maximize our affinity with community and consumers.
- Evaluate and proactively look for new initiatives that will increase brand preference, visibility and sales in the region.
- Support all sales activities that require development of pop, fliers, store activations, sales event organization, VIP events, etc.
- Control marketing budget for the region and maximize the efficiency of spending
- Organize and attend meetings and other relevant dialogues.
- Report directly to the Commercial Director

#### Relevant Skills/ Experience

- Well vast experience in Sales and Marketing – the passion and motivation in **GO CLOSE THE SALE**, Target Warrior.
- 6 years in Telecommunication work experience with (Digicel (PNG) Ltd
- 4 years Key Corporate Account Management Experience.
- Superb experience in Digicel business specifically in ICT, GSM, TV Wan, Billing and Corporate Sales.
- Excellent Management Skills and Well Customer Oriented Approach. Also, excellent time management and assessment skills.
- Proactive in Developing and Expending Markets.
- Excellent Organizational skills and able to work under pressure
- Very good reporting Skills – KPI Analysis and PowerPoint Presentation

- Vast Experience in travelling to outer regions hence, conducting Retail Audits, Account Reconciliation, marketing, events, media & trade branding.

## Education Background Information

Tertiary Education (University of Papua New Guinea – Port Moresby, Papua New Guinea)  
 Graduated 2009 Diploma in Business Management (**Certificated Achieved**). Major in Accounting & Financial Management (**Certificated Achieved**)  
 2010 - 3rd Year Bachelor in Business Management (2010 Undergraduate).

Secondary Education (Sogeri National High School, Central Province) Higher School  
 2005 - 2006 ▪ Grade 11 – 12 (**Certificated Achieved**).

Higher Education (Fr. Peter Secondary School (Fatima), Mt. Hagen Western Highlands Province)  
 2003 - 2004 ▪ Grade 9 – 10 (**Certificate Achieved**)

Primary Education (Port Moresby Grammar International School, Port Moresby, National Capital District, Papua New Guinea)  
 2001 - 2002 ▪ Grade 8 – 9 (**Certificate Achieved**)

## Computer Skills & Software Knowledge

*Computer literate in MS Word, MS Excel, MS Access, MS Outlook, MS Publisher, MS Power Point, and most of MS applications, Pronto, BSS Software, Sales Force, CRM System, MYOB, Rednee GSM Systems, Tacker Account/Billing Software, YouTube, Skype, Memo, Whatsapp, GPS Tracking Software, CCTV Tracking Software and most of ICT Software.*

## Extracurricular Awards & Achievements

- PNG Driving License Class 3
- Attended Safety Level 1, 2 and 3 Certificate Achieved 2011, – Concept Training & Services, Port Moresby, NCD, Papua New Guinea. (OHS)
- Attained Safe Driving School (3 months) Certificate Achieved 2012, – The Salvation Army, Port Moresby, NCD, and Papua New Guinea.
- School Captain of Fr. Secondary School, 2003
- Outstanding Performer "Digicel Shining Star" Port Moresby, 2015
- Attended 'Money Minded Training' Certificate Achieve 2016, ANZ Banking & Services
- Attended 'Sales Essential trainings 1, 2 and 3' 2014-2016' Digicel Training Centre
- Attended 'Customer Care Training, 2014, Digicel Training Centre
- Attended 'ICT, GSM, Business Solution & Telecommunication Products Trainings, 2014-2016, Digicel Training Centre

## Reference & Referees

1. Mr. Mickey Mulivoa  
 Managing Director, Water Power Engineering Ltd,  
 Mobile: + (675) 71372941, 72656873  
 Email: [waterpowerengineeringltd@gmail.com](mailto:waterpowerengineeringltd@gmail.com)  
 Relationship: (Manager)
2. Mr. Marum Pidik  
 OIC Drug & Vice Square Commander-  
 Phone: + (675) 73770120

Department of Police – NGI Region  
Relationship: (Professional and Character Reference)

3. Mr. Max Paiya  
Position title: Chairman of Post (PNG) Ltd  
Level 2, Harbourside West  
P O Box 320  
PORT MORESBY  
National Capital District  
Papua New Guinea  
Mobile: + (675) 71724207  
Relationship: (Professional and Character Reference)