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|  | 🞂ERNEST BABANEM P.O.BOX 1,Tabubil,Western Province, Papua New GuineaPhone: 649 3217 Mobile:72036189E-mail: Ernest.B**abanem@oktedi.com**  | K:\Commercial\Account&Control\COMMON\Finance Org Chart Pics\Org Chart Pics _Unlabeled\Ernest.jpg |

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|  | Brief detail of my selfI had more than elven years’ work experience mostly working in a Finance department. I have spent more than five years in the debt collections section and five years in payable and one year in treasury. I had supervised debt collection and Accounts Payable section for two years and now taking up the role of Supervisor Treasury. Personal InformationPlace of birth: Imigabip village, Olsobip district, western Province Date of Birth: 5th August 1981Marital Status: MarriedNo of Dependents: Three (4)District of Origin: Olsobip, Western Province, Papua New GuineaTribe of Origin: Faiwolmin Language: English, Tok pisin, FaiwolObjectives**To work with a competitive organization to be more competitive in the job market and maximizing the wealth of the organization that I work for.** Education2009-2011: Divine Word University **Masters of Business Leadership**2001-2004: University of Papua New Guinea, Port Moresby, Papua New Guinea **Bachelor’s Degree in Business Economics**1999-2000: Kiunga Secondary School, Kiunga, western Province, Papua New Guinea**Grade 12 Certificate**1995-1998: Kiunga High School, Kiunga, Western Province, Papua New Guinea**Grade 10 Certificate**1989-1994: Golgubip Community School, Olsobip, Western Province**Grade 6 Certificate*****OTHER TRAINING ATTENDED*** 3rd-5th June, 2006-Institute of Banking & Business Management, Tabubil, Papua New GuineaCertificate of Participation for Quality Customer Services 24tth- 25th September 2007- Star Mountain Institute, Tabubil, Papua New GuineaCertificate of Attainment for Oral Presentation skills 5th -6th August 2008-Star Mountain Institute, Tabubil, Western Province, Papua New GuineaCertificate of Attainment for Microsoft Excel 2002 Advanced 29th -30th September 2008-Internal Revenue Commission, Tabubil, Western Province, Papua New GuineaCertificate of Attendance for Tax Awareness 1st-2nd September, 2009-Star Mountain Institute, Tabubil, Western Province, Papua New **PROFERSIONAL MEMBERSHIP**11th June 2009: Certified Practicing Accountants Papua New Guinea**Certificate of Membership**Status: ***ACCOUNTANT TECHNICIAN***ExperienceJune-July 2005 -Faiwol Investors Limited, Tabubil, Western Province, Papua New GuineaInventory Officer* ***Task***

-Controlling inventory coming in and going out-Monthly goods orders-Liaising with suppliers for credit facilities-Reporting monthly inventory report to management.-Inventory stock takes at various work locations**August 2005 to December 2009-OK Tedi Mining Limited, Tabubil, W/P** **Accounts Payable Officer*** ***Task***

***-***Processing of Contractors Claims for payment-Attending to Contractors Queries**-**Suppliers statements reconciliation-Updating suppliers business information-Following up with User Department for Contract variations-Doing Cheque runs-Updating suppliers statements of accounts-Attending Contracts Tenders opening-Doing adjustments for Withholding tax refunds for contractors who provide Certificate of Compliance (COC)**January 2009 to current-Ok Tedi Mining Limited, Tabubil, W/P, and Papua New Guinea**Accounts Receivable* **Task**
* Loading of customers invoices for various back charges
* Computing and issuing of power bills
* Loading customer credit Notes
* Dispersing of invoices to customers
* Customers statements reconciliation
* Following up for payments.
* Registering and banking of payments received from customers
* Attending to customers queries
* Allocating of customer payments
* Employee Pay deduction interface process through BP connect
* Creating of Customers in Accounts Receivable system
* Updating of customers age trial balance
* Customers account reconciliation

**July 2011-December 2013-Senior Accounts Receivable Officer*** Doing General Ledgers reconciliations
* Doing back charge accruals
* Preparing Journals
* Preparing aged debtors report
* Organizing monthly debtors meetings

**1st January 2014- January 2016-Supervisor Accounts Payable/Receivable*** General Ledger Reconciliations
* Preparing accruals
* Preparing journals
* Setting Employees Key performance indicators (KPI)
* Setting and appraising employees Output, measurement target (OMT)
* Attending to employees grievances
* Presenting debtors report to management
* Assessing monthly key performance indicators for the accounts section
* Conducting on the job and in-house training and mentor for junior officers

**1st February 2016-Current 2017-Supervisor Treasury**-Bank Reconciliation-Cash flow forecast-General Ledger Reconciliations-Cheque printing-Banking-Bank Of PNG Reporting-Over the counter cash collections-Payment processing-Doing cheque runs-Forex deals-Remitting Funds via ANZ Transactive-Compiling monthly mid-rates-General supervision of employeesSkills* Computer skills including, excel, word, power point, Microsoft access and Ellipse, SAP
* Interpersonal communication skills
* Strategic Business Planning skills
* Proficient customer service skills
* Leadership skills
* Cash flow management skills

Interest* Meeting people and learning new things
* Initiating and Implementing new business ideas

Referees1. **Victoria Deasi-Team Coordinator, Financial Services (OTML)**

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