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|  | 🞂ERNEST BABANEM  P.O.BOX 1,Tabubil,Western Province, Papua New Guinea  Phone: 649 3217  Mobile:72036189  E-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 self  I 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 Information  Place of birth: Imigabip village, Olsobip district, western Province  Date of Birth: 5th August 1981  Marital Status: Married  No of Dependents: Three (4)  District of Origin: Olsobip, Western Province, Papua New Guinea  Tribe of Origin: Faiwolmin  Language: English, Tok pisin, Faiwol  Objectives  **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.**  Education 2009-2011: 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 Guinea  Certificate of Participation for Quality Customer Services    24tth- 25th September 2007- Star Mountain Institute, Tabubil, Papua New Guinea  Certificate of Attainment for Oral Presentation skills    5th -6th August 2008-Star Mountain Institute, Tabubil, Western Province, Papua New Guinea  Certificate of Attainment for Microsoft Excel 2002 Advanced    29th -30th September 2008-Internal Revenue Commission, Tabubil, Western Province, Papua New Guinea  Certificate 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***  Experience  June-July 2005 -Faiwol Investors Limited, Tabubil, Western Province, Papua New Guinea  Inventory 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 employees  Skills   * 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   Referees   1. **Victoria Deasi-Team Coordinator, Financial Services (OTML)**   Phone: 649 3344  Email: [victoria.deasi@oktedi.com](mailto:victoria.deasi@oktedi.com)   1. Ursula Pagiran- Supervisor Taxation   Phone: 649 3370  Email: [Ursula.pagiran@oktedi.com](mailto:Ursula.pagiran@oktedi.com)  3. Fabian Faustinus-General Manager, Faiwol Investors  Phone: 649 9215  Email: [ffaustinus@faiwol.com.pg](mailto:ffaustinus@faiwol.com.pg) |

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