CURRICULUM VITAE

ETHELYNNE BUNDU

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| **PERSONAL BIO DATA** |  |
| Name | : Ms. Ethelynne Bundu |
| SEX | : Female |
| DATE OF BIRTH | : 24th May, 1990 |
| NATIONALITY | : Papua New Guinean |
| MATRIAL STATUS | : Married |
| RELIGION | : Christianity |
| POSTAL ADDRESS | : PO Box 985, Vision City, Waigani, National Capital District, Papua New Guinea |
| RESIDENTIAL TOWN | : Port Moresby, Papua New Guinea |
| CONTACT DETAILS | : +675 75688015 / +675 78130069 |
| EMAIL | : ebundu29@gmail.com |

**BIOGRAPHY SUMMARY:**

After completing Secondary education I enrolled into a 3 year Diploma in Information Technology course at the IEA College of TAFE Ela Beach Campus. Due to circumstances beyond my control I was unable to complete the course and I withdrew during the final semester. However I have obtained an IT Support Certificate III and IV upon completion of several assessments.

During my working experience I have had exposure to the basic functions in accounting services and also administrative support.

As a highly driven and motivated person with excellent communication skills, I look forward in meeting and working with diverse range of people, I have a strong approach in planning, organizing, decision making and problem solving and have the flexibility and creativity to make sure task allocated is performed with professionalism and enthusiastic attitude, a quick learner and very determined in completing allocated tasks given. I aim to gain the trust of my employer for more responsibilities so I may challenge myself.

**WORK EXPERIENCE:**

* May 2018 – September 2019 **Administration Officer**

**Employer:** Marie Stopes Papua New Guinea

**Department:** Service Delivery – Central Province

**Duties:** Plan, Review and Control Central Provincial Operational Budgets, Procure provincial operational needs, Arrangement of Accommodation and Logistics for Travelling Staffs, Maintain

Provincial Assets and Stock, Lead Recruitment process in the Province, Maintain Database of Clinicians Registry, Provide Operational Inductions for new staff, Organize and Manage Marketing and Partnership Events.

**Other Duties (Acting in Absence of Provincial Manager):**

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| > | Plan, coordinate and support the day-to-day operations of the Centre. |
| > | Support Service Delivery by liaising with district health managers in government district health offices, private business and other NGO/FBOs to create opportunities for service delivery. |
| > | Establish and maintain a network of Community Based Mobilisers to provide Family Planning awareness and generate clients. |
| > | Plan and implement innovative and creative marketing activities with promote visibility and demand creation for the program in the Province. |
| > | Support implementation of clinical guidelines and requirements. |
| > | Support timely and accurate reporting of clinical incidents and audits. |

* March 2014 – September 2014 **Trust Account Assistant**

**Employer:** Century 21 Siule Real Estate

**Department:** Account

**Duties:** Managing client accounts, timely entry of invoices, daily reconciling of accounts, coordinate with Trust Account Manager regarding payments to service providers, banking, travel coordination and facilitation, procurement and basic administrative services.

* September 2013 – March 2014 **Accounts Credit Controller**

**Employer:** Lifu Holdings Limited

**Department:** Account

**Duties:** Managing client account, timely debt collection, data entry, systemic filing, processing and renewal of credit applications, reconcile daily accounts and customer invoicing.

* March 2012 – September 2013 **Employer:**

**Department:**

**Credit Controller**

**Duties:** Managing client account, timely debt collection, data entry, systemic filing, processing and renewal of credit applications, reconcile daily accounts and customer invoicing.

**Accounts Training Officer**

**Duties:** Training new staffs how to carry out daily reconciliations of both incoming cash and credit accounts, timely entry of invoices to correct customer ledger, compile daily accounts report and other duties.

**Accounts Clerk**

**Duties:** Timely entry of invoices to customer ledgers, count of daily cash collection, compile reports - daily services provided are balanced of with the collection of all cash, eftpos and cheque sales, maintain daily records of operating cash flow, Banking and managing of bank logs, travel coordination and facilitation, procurement and basic administrative support to the accounts department

**Data Entry Clerk, Inpatient Billing**

**Duties:** Data Entry, prepare and run daily payable reports, cashier collection and summary reports and managing inpatient/customer’s daily bills.

**EDUCATIONAL SUMMARY:**

Tertiary

* 2009 - 2011 IEA College Of TAFE, Ela Beach Campus, Port Moresby
  + Diploma Information Technology (Withdrew) , Systems Administration
  + Certificate IV Information Technology, IT Support
  + Certificate III Information Technology, IT Support

* 2005 – 2008 Gerehu Secondary School- Grade 9 – 12
* PNG 12 HSC
* PNG 10 Certificate

**SKILLS AND PERSONAL QUALITIES:**

* Sound knowledge of Microsoft OS; MS Word, MS PowerPoint, MS PowerPoint, MS Outlook.
* MYOB Enterprise V19.
* Real Pro Accounting Software.
* Excellent written and spoken English and Tok Pisin.
* Driver’s License Class 1
* Experience and strong understanding of financial services
* Strong approach in planning, organizing, decision making and problem solving.
* Quick learner, team player, determine and a reliable sense of commitment and responsibility towards work.

**REFEREES:**

1. Mark Paivu

Information Technology Trainer IEA College of TAFE, Ela Beach Campus

mark.paivu@gmail.com

1. Saleem Kurani

Senior Accounts Manager

Pacific International Hospital sammy\_kurani@yahoo.com

3234400

1. Margaret Lifu Managing Director

Lifu Holdings Limited

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1. Geraldine Eka Trust Accounts Manager Century 21 Suile Real Estate geka@siule.com.pg

3112121

1. Desmond Jaffui Centre Channel Manager

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1. Bronwyn Siriman

Human Resourse Coordinator

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