 **Helen Elizabeth Miria**

Work Contact No : 312 3622

Mobile No : 735 28345

Work Email Address : hmiria@polsav.com.pg

**Professional Summary**

As a Bank Reconciliation Clerk with 6 years experience reconciling and verifying accounts information, I learnt a lot in the complex nature of varying business transactions. I am multi-tasked as I have held jobs in purchasing/inventory & secretarial as well, I am a self starter and a quick learner.

**Personal Details**

Date of Birth : 23 December 1978

Marital Status : Single

No. of Children : 2

Province : Central (Kairuku)-Yule Island

Religion : Catholic

**Education**

2009 : International Training Institution (ITI)

*Certificate in Business*

1995 : Lae Technical College

 *Certificate in PETT Clerical*

1991-1994 : Marianville High School

 *Grade 7-10 - (Gr 10 Certificate)*

1985 – 1990 : St Paul’s Primary School

 *Grade 1-6*

**Work Experience**

**Police & State Services Savings & Loans**

17th Feb/12 to Current **Senior Bank Reconciliation Officer**

* Perform General Ledger Entries & reconciliation for month-end close
* Reconciling of Bank Accounts
* Reconciling Members’ Savings & Loans monthly
* Reconciling & Rectifying client sub ledgers
* Performing reconciliations on bank deposits and payments

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**Paul Paraka Lawyers**

2006 Aug **Legal Secretary**

* Typing of Court documents/drafting legal correspondences/answering phones/filing/photocopying & other admin duties as delegated.

**Bishop Bros Eng**

2004 May **Purchasing & transfer officer**

* Placing orders both local & overseas
* Liaising with the suppliers/branch sales staff and customers
* Expediting orders/inter-branch transfers of items/

**Gubon Lawyers**

2002 Aug **Legal Secretary**

* Typing of Court documents
* Photocopying/answering of phones other office duties as delegated

**Computer Literate**

* Microsoft Excel/Word
* Pronto
* Ultracs 3

**Hobbies & Interest**

In my free time, I make sure to read bank reconciliations books to advance myself in the accounting procedures and I also enjoy physical fitness, sailing fishing and travelling to new places and learning new things.

**Referees**

1. **Miss Marie Siega**

Accountant

Police State Services Savings & Loans Ltd

PO Box 855, Wagani -NCD

Phone: 3123608

1. **Mr. Scott Bishop**

Purchasing Manager

Bishop Brothers Engineering

Phone: 325 1088

1. **Mr. Frederick Lunge**

Lawyer

Paul Paraka Lawyers

Phone: 321 1577