**Personal Detail:**

Name: Isidor Efi

Address: P.O. Box 6572

 Boroko

 N.C.D

Contact Numbers: 74527956 / 70445516 (Dad)

Email Address: isiaufamau@gmail.com

Citizenship: Papua New Guinea (Central Province)

**Employment Experience:**

**Year Org/Comp Position Task**

2018 Nambawan Trophy Ltd Armed guard driver -Do daily tasking,

 -Drop off and pick up for staff

2017 Nambawan Real Estate Property Facility Officer -Do daily Inspection for all properties

 -Schedule contractors for maintenance

2016 Nambawan Trophy Ltd Admin assistant -Monthly update of Fleet listing

 -liaised with vendors for vehicles services

 -Maintain statues of work permits and visa

 for expatriates

 - Assisted HR doing investigations

**Education Details:**

**Year**  **School Certificate Name**

2014 International Training Institute Diploma HRM

2013 International Training Institute Certificate in HRM

2008 Mainohana Secondary School Gr: 12 Certificate

2006 Mainohana Secondary School Gr: 10 Certificate

**CLUB MEMBERSHIP:**

2014: Student member at PNG Human Resource Institute

**CAREER STATEMENT:**

My career ambition is to be successful in my chosen career. In order to get there I have discipline myself to be honest, efficient, committed and hardworking.

**REFEREES:**

Mr. Sivanathan Sivaruban

Director of Studies ITI

Phn: (675)3202800

Mrs. Yolande GUI

Manager

Nambawan Real Estate

Phone: 3112245

Mr. Wayne Haenbo

Assisted manager

Force Security Service

Phone: 72005680