**Mr. Jackson Bae - Currivulum Vitae**

C/- Mr. Helalo Bae

P. O. Box 1834 | Port Moresby | NCD

Papua New Guinea

Ph: (675) 7185 4579 | Home: (675) 7689 3668

Email : jacksonbae16@outlook.com

|  |
| --- |
| **PERSONAL DETAILS** |
| Date of Birth | : 16th May, 1994 | Language Spoken | : English, Pidgin & Motu |
| Gender | : Male | Village | : Tubusereia Village |
| Marital Status | : Single | Home Province | : Central Province |
| Age | : 24 Years Old | District | : Hiri District |
| Religion | : Christianity | Nationality | : Papua New Guinea |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Company** | **: FT Wimble & Co. Ltd** |
| Job Description | : Stock Controller  |
| Duration | : 8th January, 2018 - Present |

**Duties:**

* Data Entry
	+ - Daily Sales Summary
		- Monthly Sales Summary
* Air Freights/Shipment Dealings (International & Domestic)
	+ - DHL
		- TNT
		- Air Niugini
* Reports
	+ - Stock on Hand Reports
			* Weekly/Monthly
		- Sales Report
			* By Product
			* By Customer
			* By Supplier
		- Stock Take Reports
			* Variances Report
			* Difference Report
* Stock Transfers (IN/OUT, Physically & Systematically)
* Stock Adjustments
	+ - Build & Merge
		- Direct Issue Items (Products)

|  |  |
| --- | --- |
| **Company** | **: BNG Trading Company Ltd** |
| Job Description | : Inventory Clerk |
| Duration | : 8th December, 2015 – 7th January, 2018 |

**Duties:**

* Invoicing
	+ Processing Sales orders
	+ Quotations
* Issuing Cheque Payment Receipts
* Date Entry
	+ Daily Sales Summary
	+ Monthly Invoice Summary
	+ Adjustment Note Summaries
* Filing
* Raising GRD’s for return stocks
* Stock Take
	+ Entering Counts
	+ Variance & Difference Reports
* Transferring stocks systematically using Pronto
* Receiving transfer stocks systematically
* Air Freights/Shipment Dealings (International & Domestic)
	+ DHL
	+ TNT
	+ Air Niugini
* Dispatching
* Arranging vehicles for Delivery & Pick up of Orders

**Others**

* Assist in Counter Sales for processing of orders
* Assisting in the ICT Department as an IT Assistant
* Editing Company Webpage (Wimble & Co. Ltd)
* Assist in the Fleet Department
	+ Driving
	+ Looking for Vehicle Parts (Sourcing)

|  |  |
| --- | --- |
| **Company** | **: BNG Trading Company Ltd** |
| Job Description | : Accounts Receivable (Trainee) |
| Duration | : October 29th – November 17th, 2015 |

**Duties:**

* Banking
* Reconciliation
* Filling
* Receipting
* Payment Follow ups
* Issuing Cheque Payments Receipts

|  |  |
| --- | --- |
| **Company** | **: YWCA - Youth Adolescent Health Club** |
| Job Description | : Peer Educator |
| Duration | : November 2011 – March 2012 |

**Duties:**

* HIV & Aids Awareness
* Teenage Pregnancy Awareness
* Counseling
* Drug & Alcohol Awareness
* Family Planning Awareness

**INTERESTS**

* Meeting People
* Doing Research
* Surfing Online
* Reading

**SKILLS**

* Basic Accounting Skills
* Graphics & Design Skills
* Publishing Skills
* Pronto Skills
* MYOB Skills
* Marketing Skills
* Programming Skills
* Web Page Designing Skills
* Computing Skills
* Microsoft Office Skills

**REFREES**

|  |  |
| --- | --- |
| Mr. Gavin BurgessGroup Chief Operating OfficerBNG Trading Company LimitedSection 52, Lot 23Varahe Road, GordonsNational Capital DistrictP. O. Box 148, Port Moresby Ph: (675) 323 3366Fax : (675) 323 3355Email : gburgess@bngtrading.com.pg | Mr. Alexander TanabiYouth Adolescent Health – YWCAP. O. Box 5884BorokoNational Capital DistrictPh: +675 7130 0176Tel: +675 345 2421 |
| Ms. Diana OrantoyAdmin ManageressBNG Trading Company LimitedP. O. Box 148Port MoresbyPh: (675) 325 4455Fax: (675) 325 3355  | **Min. Robert Nana****Church Pastor** Central Papua ConferenceP. O. Box 322Port MoresbyNational Capital DistrictTel: +675 341 5756 |
| Mr. Efren JebulanIT – HODPort Moresby Business CollegeP. O. Box 5675Boroko, NCDPh: (675) 325 2233Fax: (675) 323 4094 | **Mr. Geoferry Kombil****Principal** Mt Diamond Adventist Secondary SchoolP. O. Box 1753BorokoNational Capital DistrictTel: +675 325 2233 |
|  |  |

Mr. Jackson Bae

C/-Mr. Helalo Bae

PO Box 1834

Port Moresby

05th July, 2018

The Human Resource Manager

**Bank of South Pacific Limited**

Section 34, Allotment 6&7, Klinki Street, Waigani Drive
PO Box 78
Port Moresby
Papua New Guinea

Dear Sir/Madam,

**RE: EXPRESSION OF INTEREST- CUSTOMER SERVICE OFFICER**

It is with great pleasure and enthusiasm that I submit my application with reference to the above mentioned.

I am interestingly keen in working for your organization and believe my experience in the field of Inventory will best serve and possibly build a career within the firm.

I was previously employed by BNG Trading Company performing the role of an Inventory Clerk, in the Warehouse Department, currently I am employed by Wimble & Company Ltd, as a Stock Controller, assisting in the Warehouse Administration Issues, Sales & Customer Liaison along with matters pertaining to keeping the back office running as well as which I have built a better knowledge and confidence to perform any task delegated to the best of my ability.

I am computer literate, able to work during odd hours and have the desire to learn and be part of your dynamic team.

Should my application be considered favorably, I can be contacted on my mobile no. 76893668/71854579 or Land line no. 3036551

I have attached herewith are copies of my relevant documents for your perusals. I would appreciate the opportunity to discuss with you and to provide further information

Thanks for your time and consideration. It would be a pleasure to interview with you and I look forward to hearing from you soon.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr. Jackson Bae**

(Interested Applicant)