Jemimah

KARI

# PERSONAL INFOMATION

## 71723444 / 78805783

[**jemimahkari@gmail.com**](mailto:jemimahkari@gmail.com)

SKILLS

**PROFESSIONAL**

* Microsoft Office
* Internet Literate
* Written and Verbal Communication
* TechnologyOne System
* Problem-solving
* Scheduling
* Customer Service (Internal)

**PERSONAL**

* Flexible
* Responsible
* Punctual
* Time Management
* Self-Motivation
* Able to work in a Team

REFEREES

**MS. RHONDA TAUMAU**

Manager – Strategy & Governance Department of Finance

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**MS. JENNY TOM**

Assistant Secretary – HR Transformation

Department of Finance

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**MS. LETTY DIFILAPNOK**

Senior HR Officer Department of Finance

7998 6000 / 7476 1358

[letty.d180817@gmail.com](mailto:letty.d180817@gmail.com)

**DATE OF BIRTH:** 8th February 1995

**SEX:** Female

**MARITAL STATUS:** Single

**NATIONALITY:** Papua New Guinean

# OBJECTIVE

To work in an organization where I apply my skills and knowledge to deliver valuable results, as well as further enhance my learning and develop my career.

# EDUCATION

2014 – 2017 BACHELOR OF BUSINESS

MANAGEMENT

Divine Word University

2012 – 2013 SECONDARY SCHOOL

Jubilee Catholic Secondary School

2010 – 2011 HIGH SCHOOL

Jubilee Catholic Secondary School

# WORK EXPERIENCE

1. Nov 2017 – 14 Feb 2018 KINA BANK LIMITED

Human Resources Intern

* + Assist in organizing the Company’s events
  + Registering Expression of Interest letters
  + Assist in maintaining uniform registers
  + Attending to staff queries
  + Assist in maintaining staff files

1. Feb 2018 – 24 May 2019 KINA BANK LIMITED

Human Resources Officer

* + Recruitment
* Job Advertising
* Shortlisting of applicants
* Scheduling of interviews
* Conducting Interviews
* Conducting Reference Checks on successful candidates (if external)
* Preparation of contracts/internal appointment letters
* Onboarding of staff
  + Technology One HR System – entering new staff details or updating existing staff details
  + Maintain staff files
  + Assist managers to create job descriptions for new positions to be advertised
  + Liaise with Payroll Team for payrun regarding all new recruits or existing staff changes
  + Provide weekly recruitment report to Group Manager – People & Culture for update to Management every Fridays
  + Registering of Expressions of Interest letters
  + Liaise with Capital Life Insurance regarding staff medical cover
  + Attending to staff queries

3 June 2019 – Current DEPARTMENT OF FINANCE

Human Resources Officer

* + Assessment of Staff Performance Appraisals and registering, for approval and payment of increments for all Department of Finance officers
  + Liaise with the Entitlement & Remuneration branch for the payments of the performance-based increments
  + Coordinating of Retirement Exercise for the department – liaising with the stakeholders involved and ensure the retirees exit smoothly
  + Assisting the Training Branch with the Training Needs Analysis for the Short-Term Training Needs
  + Providing reports for payroll trends, Staff on Strength, Gender, etc, as and when requested by various divisions
  + Do payroll monitoring each fortnight and provide report to ensure that there are no/minimized anomalies in staff salaries
  + Recruitment – assist in preparing required documents
  + Job Descriptions – assist in preparing JDs through consultations with concerned divisions
  + Assist Contracts Team in the initial stages of contract preparation – preparing documents for the performance assessment of a contract officer
  + Attending to staff queries and correspondences