# **Joeford KOLAO**

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| **Minihi Avenue 3 Mile, Boroko NCD, Port Moresby****Mobile: +675 73578924 Email: joeford.kolao@gmail.com LinkedIn: <https://www.linkedin.com/in/joeford-kolao-499067144>**  |

## **SUMMARY**

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| A self-motivated and detailed conscious Graduate who holds Bachelor of Business degree in Accounting & Computing majors. Has exceptional competencies in Information Technology and in handling accounts receivable and payable, reconciling bank statements, preparing financial reports and analyzing accounts together with problem solving. A self- starter individual who has an average academic record with the ability to get along with people from diverse background. |

## **KEY STRENGHTS**

* Initiative and motivation to work unsupervised.
* Strong Interpersonal skills being able to network and build relationships and as a first point of contact gains trust and the respect of others.
* Attention to details with high level of integrity
* Effective communicator at all levels both verbal and written.
* A team player and can work individual when required with high level of honesty.
* Exceptional knowledge in both Accounting and Information Technology field.
* Possess a working knowledge of a variety of standard Microsoft packages especially (excel, project, word, power point, access, outlook, Visio)
* Excellent at planning and organizing through prioritizing tasks and assignments
* Develop new skills and knowledge to maintain leading edge through learning and professional expertise.
* Work effectively under pressure and where both demanding and stringent deadlines are present and prioritizes to ensure that the needs of both the client and business are fulfilled
* Ability to adapt quickly and effectively to change in accordance with business needs.

## **TECHNICAL SKILLS AND ABILITIES**

* Experienced at installing software packages, update and upgrade OS with applications, resolve complex issues arising from these.
* Possess working knowledge in creating dynamic websites with ASP.NET, Dreamweaver, and Joomla using HTML and CSS
* Programmed with JAVA and Visual Basic using NetBeans JDK 8 and MS Visual basic 2010 version
* Trouble shooting and checking for basic problem computer software, network and hardware
* Working knowledge with MYOB enterprise
* Possess skills in Database creation and management with MS Access, MySQL, SQL and Sqlite
* Has hands on knowledge in writing System Request, development and upgrade of system while implementing real time small project.

## **EDUCATION HISTORY**

* Bachelor of Business (Accounting and Computing)

Pacific Adventist University – Port Moresby, NCD, 2017 – Graduated

* Upper Secondary School Certificate – Mt Diamond Secondary School – Central Province, 2013
* Lower Secondary School Certificate – Wapenamanda Foursquare High School - Enga Province – 2010

## **LANGUAGE**

Demonstration of effective communication skill in written and oral in both English and Pidgin.

## **EMPLOYMENT HISTORY (Internship experience)**

**Credit Officer | Telikom Png limited, Port moresby head office | Nov 28 – Feb 28 2017**

* Prepare monthly bills for customers and email their invoices to respective customers
* Monitoring and update payment schedule
* Attend to customer query and dispute while solving the problem
* Negotiating with customer on services, charges for new service installment
* Customer account reconciliation
* Prepare credit and debit note for accounts adjustments
* Raise Service Order for Disconnection and Reconnection of Customers
* Collaborating with the administrative team to manage regular collections and follow up by phone and via email
* Assist customers on new service installment
* Assisted the stock taking team on their end of year stock team
* Typing and other Adhoc

## **KEY ACHIEVEMENTS**

* Carry out a project on the Dispute Management, successfully completed the project and present it to the Collection Team at Telikom. Make recommendations on how they can fast track customer dispute while creating a sub division that will deal with the disputes and query.
* Successfully completed a 360 hours of practicum, as a requirement for the PAU School of Business
* Assisted the team to made a collection of about K155 000.

## **LEADERSHIP QUALIFICATION**

* Builder Voluntary Community Service Group Leader – PAU 2017
* Class Captain Object Oriented Programming 2 & System Analysis Design – PAU 2016
* PAU Enga Student Association Social Leader – PAU 2015

## **VOLUNTARY SERVICE**

* PAU Community Service volunteer 2016 – 2017 a total of 48 hours committed to helping communities around NCD and Central while studying full time.

## **HOBBIES**

* Reading
* Volunteering
* Learning
* Travelling

## **REFERENCES**

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| 1. **Thomas DUMU**

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