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| joeford kolao | C:\Users\Joeford\Pictures\Pictures\IMG_20160502_165209.jpg |
| MINIHI AVENUE 3 MILE, BOROKO NCD, PORT MORESBY |
| +675 73578924 ▪ joeford.kolao@gmail.com https://www.linkedin.com/in/joeford-kolao-499067144 ▪  |  |

Professional Summary

I am self-motivated and detailed conscious Accounting & Computing Graduate who like to be productive and make a difference in this dynamic industry. Has exceptional competencies in Information Technology and in handling general accounting tasks, while analyzing information accurately and provide valid solution to problems. A self- starter individual who has an average academic record with the ability to get along with people from diverse background. Apart from my academic studies, I have taken leadership roles especially in class captain and in leading group projects and organizing community services. I believe I can be an ideal candidate for any organization who hopes to employ someone like me.

Experience

Credit Officer – Internship

 ▪ November 2016 – February 2017

Telikom PNG Ltd ▪ Port Moresby, Waigani, Tel: 300 5574, PO Box 1003, Waigani

Prepare credit notes, email invoices, reconcile accounts, update payments, regular call & email for payment, maintain 30 small businesses & residence, solve disputes, stocktaking and general admin task

Skills

* WORK SKILLS: Perform general accounting task (bank reconciliation, accounting receivable and payable, tax calculation, audit, research and report writing,
* COMPUTER SKILLS: proficiency in MS 2016 Application (word, excel, power point, access, outlook, project, Visio), MYOB, programmed with Java & Visual Basics, troubleshoot and fix computer problems, install software, upgrade and update OS.
* COMMUNICATION & SOFT SKILLS: enthusiastic, hardworking and eager to learn, team player, effective communication, organizing, leadership, time management, attention to details and flexible to adapt

Education

Pacific Adventist University

December 2017 ▪ Bachelor of Business (Accounting & Computing majors)

* Bachelor of Business Degree – Certificate

Mt Diamond Secondary School

December 2013 ▪ [Type your address]

* Secondary School Certificate: GRADE 12

Volunteer / Community activities

* Volunteer a 48 hours for doing community service during my third and fourth year of study at Pacific Adventist University.

References

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| **Thomas DUMU** Manager Finance & LogisticsNCD/ Southern RegionTelikom PNG LimitedPh: +(675) 3259177Mobile: +(675) 78880265/ 76889172Email: Thomas.Dumu@telikompng.com.pg Fax: +(675) 3259308 | **Khim Manng Kyi, PhD** Dean, School of BusinessPacific Adventist University Telephone: +(675) 328 0200 +(675) 328 0227 [dir]Fax: +(675) 328 1257Email: Khin.Kyi@pau.ac.pg Web: [www.pau.ac.pg](http://www.pau.ac.pg)  |