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|  **JULIANNA JOB DABEMA**  |
| JOYCE BAY, KILAKILA, PORT MORESBY |
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 **SUMMARY**

Business Administration/Accounts professional with 10 + years of working experiences, 7 years in the sea food buying, processing, packaging, and exporting company, I have worked on compiling purchasing data, handling of cash for purchasing seafood, compiling export and shipping documents. After the company sold out and left the town, I worked for several other private companies which I maintained my profession as a Senior Administration/Accounts Officer. I have a proven track record of motivating a team to consistently exceed targets. I graduated with a Diploma in Business in 2017 and got employed by World Vision PNG Ltd as a Finance Officer for Western area Programs. Since I have worked for private companies and NGO through my working life at the Senior positions, I am now seeking professional challenging career higher, for me to contribute effectively and efficiently to make sure your organizational goals and objectives are maintained with high standards of outstanding customer service and public relations skills.

**KEY STRENGTHS**

* More than eight years’ experience in customer service both face to face and phone based
* Strong business development capabilities with experience
* Experience developing sales and marketing collateral
* Exceptional time management skills and A Team Player.
* Flexible and patient under pressure; ability to meet deadline and challenges in an ever-changing environment.
* Exceptional interpersonal and communication skills.
* Friendly, outgoing, and responsive personality
* Enthusiastic, conscientious, and hardworking and a Fast learner
* Intermediate computer skills including Excel, Word and Outlook
* Excellent customers services
* Outstanding public relations

**EDUCATION HISTORY**

* **Diploma in business –** Divine Word University Madang Campus Madang 2017.
* **Certificate in Accounts Clerical –** Commercial Training College POM 2001
* **General Nursing Studies –** Sopas Adventist Nursing College – 1990 – 1991
* Grade ten certificate– Brandi Provincial High School East Sepik 1989.
* **Grade six certificate** –Mongniol Primary School – Wewak, East Sepik, 1980 – 1980 - 1985.

**PROFESSIONAL MEMBERSHIPS/ADDITIONAL SHORT TRAININGS/AWARDS**

* Certificate of participation - intermediate Microsoft Word 2000 – Daltron 2002
* Certificate of participation - intermediate Microsoft Excel 2000 – Daltron 2002
* Certificate of participation – Supervisory skills in PNG – Dantron 2002.
* Certificate of Attainment – MYOB – 21st June 2020

**EMPLOYMENT HISTORY**

1. Senior Accounts/Payroll Officer – Pacific Asia (PNG) Limited, 04th March 2021 - Current

Duties include:

**ACCOUNTS RECEIVABLES:**

* Raising quotations, invoicing, scan and email, update clients accounts, follow up on payments
* Maintaining the billing system
* Generating invoices and account statements using MYOB accounting system
* Performing account reconciliations
* Maintaining accounts receivable files and records
* Producing monthly financial and management reports

**ACCOUNTS PAYABLES:**

* assemble, review, and verify invoices and check requests
* flag and clarify any unusual or questionable invoice items or prices
* sort, code, and match invoices/ set invoices up for payment
* prepare and perform check runs
* reconcile accounts payable transactions
* monitor accounts to ensure payments are up to date
* research and resolve invoice discrepancies and issues with vendors
* maintain vendor files/ maintain accurate historical records
* provide supporting documentation for audits
* maintain confidentiality of organizational information

**PAYROLL**

 ▪ Verifying how many hours employees have worked

 ▪ Recording payroll data in the company’s software system

 ▪ Calculating overtime, salary increases and shift payments

 ▪ Processing holiday sick and maternity pay

 ▪ Issuing necessary tax forms

 ▪ Answering employees’ questions and complaints about payroll

 ▪ Maintaining complaint policies and procedures

 ▪ Deducting tax and super fund contributions

TAXATION

* get group tax for all 3 different companies done
* get gst for all 3 companies purchases done
* lodging all forms early at irc before due dates

2. **Finance Officer – World Vision: 02nd July 2017 –31st August 2018 – South Fly, Western.**

**Duties include:**

**BOOKKEEPING**

* Prepare accounts payable and receivable files, processing, and payment.
* Reconcile all accounts, assist in preparing financial report,

 expenditure tracking and cash flow.

* Ensure that reconciliation and payment of all obligations.
* Assist with the preparation of financial reports and acquittals.
* Reconciliation of bank accounts, clearing accounts and journals to be completed on

a monthly basis.

**PAYROLL**

* Prepare and process payroll files, including payment.
* Maintain staff records, including time sheet monitoring
* Arrange payroll processor registration of newly hired employees and process

 records for departing employees.

**3. Administration Manageress – Crows Nest Hotel – Daru – Feb’ 2014 – Jun’ 2017**

**Duties include:**

* Accounts receivable/payable & banking
* Clients’ Accounts Records Keeping and Management
* Raising quotations and invoices for lease properties
* Sorting out staff leave, and processing leave entitlements
* Processing staff payroll using BSP Kundu pay system
* Attending to Queries at the counter, over the phone and by emails
* Inventory using accounts daybook
* Managing Hotel Administration
* Other adhoc and tasks from the director’s office

**4.Acquila Enterprise Ltd – Business Admin and Accounts Officer – Sep’2010 – Dec’ 2013**

**Duties include:**

* Books keeping
* Daily purchase data entries
* Filling and filing HACCP forms for NFA Audit team
* Keeping product accounts
* Compiling documents for product shipment
* Invoicing
* Running staff payroll
* Ensuring and maintaining quality control to the export standard
* Liaise with statutory bodies
* Liaise with Provincial and National Fisheries Authorities
* General Office Administration

**5.May Fuels Distributors Ltd – Daru, Western Province**

**Administration Manageress - August 2009 – June 2010**

**Duties include:**

* Supervising the admin & E – ticket sales staff
* Compiling daily activity reports for Assistant General Manager
* Making sure the office equipment up and running
* Ensuring stationaries are stocked
* Reporting to Assistant General Manager of any issues raise by the staff/clients
* E – ticketing using airlines computer reservation system for both domestic/International
* Supervising APNG traffic team during weekends
* Teaching staff on how to use MS Word and MS Excel programs/creating email accounts etc
* General administrations of the Office

**6.Provex Limited – Daru, Western Province**

**Office Administrative Clerk – February 2002 – March 2009**

**Duties include:**

* Daily data entries using access program
* Compiling monthly purchase data for NFA auditors
* Compiling Export Documents
* Getting staff times and pays ready for both show based staff and fishing boat staff
* Handling large amount of cash float for seafood purchasing and daily takings
* Making sure the office equipment up and running
* Liaise with the directors and managers of other companies
* Liaise with Provincial and National Fisheries and Authorities
* Liaise with America and Australia Seafood Marketing Officers
* Supervising the seafood processors both men and women
* Ensuring and maintaining quality control to the export standard
* Reporting to the Managing Director and the operations Manager of daily production
* Making sure the factory snaps and cooling storage freezers are well maintained
* General running of the Office and Factory

**REFEREES**

1. **MR. STEVEN DOUGLAS - PROVEX LTD - +61 405 0890959**
2. **DR. SIMONPETER AKEN – WORLD VISION - +675 74433441**
3. **MR. PAUL VANARIU – CROWS NEST HOTEL - +67570268777**