

Lanieth Laga

Home Province: East New Britain District: Rabaul D.O.B: 02/02/1989 Religion: United Church



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CAREER OBJECTIVE

A committed and ambitious individual who can ensure that good relationships and payment terms are kept with suppliers and that all queries are dealt within a timely manner. Keen ability to identify ways to cut business cost hence, increasing profit regardless of doing payments. I can handle large volume of invoices, self-motivated, team oriented and has high level of attention to detail. My immediate objective is to become a qualified accountant within the next five years.

PROFESSIONAL COMPETENCIES

- My ability to acquire specific skills sets is driven by my personal competencies and strengths – being able to communicate and lead to achieve results.
- I am seeking a challenge with an institutional environment which will allow me to further apply and enhance my skills of being a Professional Accountant in the future.
- I can be able to work with minimum supervision.
- I do have both good oral and written communication skills necessary for this job
- I was involved in organizing our company's Christmas party in 2017 hence we were given a budget to work with.
- My other achievements include certificate of attainment in Tourism & Hospitality, Applied Technology and SYB Micro-Enterprise Course all achieved while doing Secondary Education.

PERSONAL COMPETENCIES

- Good Interpersonal skills
- Ability to work individually and as a Team
- Attention to Detail
- Committed to Client Service
- Accept Responsibility at all times and act upon initiative
- Provides Regular and constructive feedback
- Highly Committed, Loyal and trustworthy
- High Professionalism and Work Ethics
- Ability to communicate and achieve results
- Familiar Accounting Softwares – IDS System, MfgPro, MYOB
- Computer literate (MicroSoft Word, Excel & email)
- Organizational and Time Management Skills
- Excellent Data Entry Skills

AREAS OF EXPERTISE

- | | | |
|-------------------------------|--------------------------|----------------------------|
| • General Ledger Coding | • Payment Runs | • Drawing Manual Checks |
| • Maintain Master Vendor File | • Resolve Account Issues | • Prepare Check Vouchers |
| • Statement Reconciliation | • Documentation | • Organize Function/Budget |
| • Telegraphic Transfers | • Filling | • Monthly Accruals |
| • Posting Journals | • Invoicing | • IDS & MfgPro Software |

CAREER HISTORY

ACCOUNTS PAYABLE OFFICER / ACCOUNTS ASSISTANT

Akzo Nobel PNG Ltd- Head Office Port Moresby

8th June 2016 - Present

DUTIES

- Working closely with the management accounts team to ensure correct general ledger coding is used on expenses
- Responsible for the processing, accuracy, distribution and maintenance of all invoices
- Ensure payments to company's local suppliers are delivered on a timely manner
- Assist Credit Controller in debt collections (swap payments)
- Initiated improvements in record keeping controls, minimize missed payments, lost invoices and improper expenditure authorizations
- Creditors Statement Reconciliations, Arrange Bank Runs and Check deliveries
- Received, researched and resolve external and internal inquiries regarding account statuses
- Ensure there is internal control of accounts payable processes and payments in compliance with finance policies and procedures
- Prepare check vouchers, posting of invoices, recording of financial data
- Check invoice authorisation for correct signature and authorisation limits per company policy are adhered to
- Post all batches to accounts payable ledger prior to payment run
- Process TT payments for overseas Suppliers & Do Monthly GST reconciliations
- Analysis of invoices, purchase orders & quotation and monthly accruals
- Ensure all documents and payments are approved as per the Limit of Authority
- Perform Telegraphic Transfers and posting of payroll vouchers
- Maintain vendor file by requesting certificate of compliance, TIN and IPA certificate from new suppliers as per company's compliance policy
- Ordering and purchasing of stationeries and other amenities for office use
- Compile shipping freight invoices for payment purposes
- Ensure daily lunch list for employees are ordered and collected on time by admin driver
- Handle Petty Cash Amount of K5000 for company

ACCOUNTS CLERK

Airways Hotel Ltd- Port Moresby

22nd February 2015-4th June 2016

AR & AP Duties

- Responsible for daily dispatch of customer invoices, generate gym membership invoices
- Processing of credit note for inter-company payments
- Prepare daily purchase orders and email to national and international suppliers
- Assist in End of month inventory, preparing and posting of month end journals and reconciling for general ledger accounts
- Process payments by computerised cheques
- Creditors reconciliation Statement

ON JOB TRAINING

ISLANDS ACCOUNTING SERVICES

2 ½ WEEKS 2008

- General office duties
- Banking
- Bank Reconciliation

ACADEMIC QUALIFICATIONS

Kokopo Business College Diploma In Business Studies (Major Accounting)	<i>2009-2010</i>
Kokopo Secondary School (Grade 12) Higher School Certificate	<i>2007-2008</i>
Kokopo Secondary School (Grade 10) School Certificate	<i>2005-2006</i>

Other Achievements

Kokopo Secondary School (*year 2008*)

- Certificate of Attainment – Tourism & Hospitality
- Certificate of Achievement – Applied Technology Program
- Certificate of Attendance – SYB Micro-Enterprise Course

Referees

Mr Jessie Leta
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