**CURRICULUM VITAE**

**Jinnie MARTIN**

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**CAREER OVERVIEW** A Finance Officer (Payable & Receivable – Local & Abroad)) professional for over 8 years in Industries like FMCG and another 4 years with other industries doing admin & clerical tasks.

**SKILLS & ABILITIES** Able to perform all Finance / Accounts function in the business with highly developed skills in various aspects of Accounts Payable (Local & Overseas), Accounts Receivable and all other general administration and clerical duties.

**KEY SKILLS**

* [Accounts Payable & Receivables] [Customer service (phone and face-to-face)] [Problem solving] [Cash management] [Invoice reconciliations] [Transaction processing] [Data processing] [Inventory control] [Stock receipting] [End-of-day processing] [Purchasing]

**TECHNICAL SKILLS**

* Microsoft Word **~** Microsoft Excel **~** Microsoft Outlook **~** ACCPAC **~** Pronto **~** SAP **~** Accounts Manager ~Microsoft Dynamics

**EXPERIENCES**

**Company:** **Morobe Consolidated Goldfield Ltd – Harmony Gold**

**Current Position:** Administration Officer

**Location:** Hidden Valley Mine, Morobe Province

**Length of Service:** 27th August 2020 – Current

**Responsibilities**:

* Doing monthly accruals and re- accruals each month;
* Compiling fortnightly timesheets for Community Affairs Department employees + leave forms;
* Compiling Weekly Report at the end of each week;
* Compiling Monthly Report both in Word and PowerPoint at the end of each month;
* Compiling Quarterly Report at the end of every quarter;
* Coordinating employee exits / introduction to operation;
* Apart from the above responsibilities, I do on-going task requested by Community Affairs Department Leads daily and do follow ups, processing invoices, doing internal requisitions, filling out maintenance requests and arranging travel forms for DIDO/FIFO employees within the team.

**Company:** **Coca Cola Amatil (PNG) Limited**

**Current Position:** Production Officer

**Location:** Port Moresby, National Capital District (PNG)

**Length of Service:** 04th November 2019 – 12th June 2020 (7 months)

**Responsibilities**:

* Arranging accommodations and travels for people coming in to do service/maintenance work;
* Coordinating tasks & appointments for the Manufacturing Manager;
* Facilitating meeting venues and other activities apart from production;
* Coordinating employee exits / introduction to operation;
* Facilitating meals for production;
* Ordering employees’ uniforms for new hires and for existing employees (only on wear & tear basis) and processing company ID (new/renewal);
* Doing purchasing of Indirect/Direct consumables for all manufacturing section;
* Raising purchase orders;
* Collecting and receipting of invoices;
* Doing data entry for production consumables;
* Doing stock count for production consumable, stationer and chemicals;
* Carrying out all other general administration duties as and when instructed by the Manufacturing Manager/Superiors.

**Company:** **Coca Cola Amatil (PNG) Limited**

**Current Position:** Finance Officer (Payables – Local & Overseas)

**Location:** Lae, Morobe Province (PNG)

**Length of Service:** 26th November 2012 to 01st November 2019 (7 years)

**Responsibilities**:

* Doing data entries and invoicing;
* Matching purchase order to supplier’s invoices;
* Batching of invoices;
* Seeking appropriate approval for non-purchase order related invoices;
* Account coding invoices before approval for payment;
* Reconciliation of supplier statement;
* Analysing of outstanding supplier payments;
* Preparing and distributing of cheques payment;
* Month –end journals processing;
* Attending customer/supplier queries on daily basis.

**Company:** **Colgate Palmolive (PNG) Limited**

**Position:** Accounts Payable Officer - Local

**Location:** Lae, Morobe Province (PNG)

**Length of Service:** 26th July 2010 – 23rd November 2012 (2 years & 4 months)

**Responsibilities**:

* Data entries and invoicing;
* Purchase order matching to supplier invoices;
* Batching of invoices;
* Seeking appropriate approval for non-purchase order related invoices;
* Account coding invoices before approval for payment;
* Reconciliation of supplier statement;
* Analysing of outstanding supplier payments;
* Preparation and distribution of cheques;
* Month –end journals processing;
* Creditors banking;
* Attending customer/supplier queries.

**Company:** **Mountain Transport Limited**

**Position:** Workshop Clerk

**Location:** Lae, Morobe Province (PNG)

**Length of Service:** 14th December 2009 – 16th March 2010 (3 months)

**Responsibilities**:

* Preparing source data (invoices, dockets etc.) for computer entry by compiling and sorting information; establishing entry priorities;
* Entering customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format;
* Maintaining data entry requirements by following data program techniques and procedures;
* verifies entered customer and account data by reviewing, correcting, deleting, or entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data;
* Processing timecards for payroll;
* Handling of payroll queries;
* Controlling of employee files including updating & creating of new files;
* Processing of fuel dockets to the general ledger;
* Various duties handed on by the workshop supervisor, memos and organization of events or meetings and general day to day tasks involved in running of the office monitoring 2-way radio and VHF Base and also using these radios to communicate with every operations team during breakdown of truck, reporting of incidents, accidents, road conditions etc.;
* Contributing to team effort by accomplishing related results as needed;

**Company:** **Cold Process Tyres (Crosbie Agency Limited)**

**Position:** Junior Office Clerk

**Location:** Lae, Morobe Province (PNG)

**Length of Service:** 19th August 2003 – 05th March 2007 (3 years & 7 months)

**Responsibilities**:

* Preparing source data (invoices, dockets etc.) for computer entry by compiling and sorting information; establishing entry priorities;
* Processing Payrolls (IMAC Payroll System), Data Entries, Reconciliation of Customer’s Accounts;
* Lending of Goods in Stock;
* Processing Purchase Orders of Suppliers and other Accounts & Administration duties as instructed by General Manager.

**Company:** **Lae Plumbing Services Ltd**

**Position:** Cash Sales Assistant

**Location:** Lae, Morobe Province (PNG)

**Length of Service:** 24th March -08th August 2003 (6 months)

**Responsibilities**:

* Counter & telephone sales of gas’
* Reconciliation of daily cash sales and takings’
* Handling radio calls for customers requesting plumbing work and gas sales enquiries.

**EDUCATION**

2016 – 2017 (2 years) **Divine Word University** Madang, Madang Province

* Bachelor of Management

2013 – 2016 (2 years) **Divine Word University** Madang, Madang Province

* Diploma in Business Studies

2009 (1 full year) **Kumul Training Institute** Port Moresby, NCD

* Diploma in Accounting

Completed through distance mode

2002 (1 full year) **Coronation TAFE College** Lae, Morobe Province

* TAFE Certificate Level I in Office Skills
* TAFE Certificate Level II in Office Administration

**OTHER RELEVANT TRAINING & CERTIFICATION AND ACHIEVMENTS**

May 2018 **Coca Cola Amatil (PNG) Ltd** Lae, MP

* Certificate of Service (5 Years)

25/06- 27/06/12 (3days) **The University of Technology (Unitech-Lae)** Lae, Morobe Province

* Accounting for Non -Accountants

November 2011 **Colgate Palmolive** Lae, MP

* Awarded employer of the month

**References - Available upon request**