Ms. Ribana Joe

 C/o Mary Joe

 P O Box 209

 Waigani NCD

 Tel/Fax:72225544,3250349

PERSONAL DETAILS:

Name: Ribana

Surname: JOE

Date of Birth: 16th October 1987

Gender: Female

Marital Status: Married

Dependents: Three (3) Children

Home Province Central

Nationality: Papua New Guinea

Religion: Baptist

Hobbies: I like reading books , meeting new people, cleaning up and playing table tennis.

Mobile: 74500615, 72225415-Charlie Kemo or Mary Joe & Garo Joe on 302 2311

Email: ribanajoemairi@gmail.com

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EDUCATION BACKGROUND & QUALIFICATION:



|  |  |  |
| --- | --- | --- |
| Lae Technical College | 2008 | 1st Year only - Drafting |
|  |  | (Didn’t continue due to family issues) |
| Caritas Technical Secondary | 2005-2006-2007 | Gr.12 Certificate |
| Gerehu High School | 2003-2004 | Gr.10 Certificate |
| Philip Aravure Primary School | 1995-2003 | Gr.8 Certificate |

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SKILLS:

Computer Literate (MS Word, MS Excel) Accounting Software-Green Tree, Cable Works, QA and Database/Excess and

Outlook.

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OBJECTIVE AND GUARANTEE:

I am an enthusiastic motivated person and can adapt well in any environment. I am keen in learning more great new skills within the organization and to enhance my experience, develop my knowledge and skills given the opportunity to perform my abilities.Furthermore,the most interested asset that I can give is my commitment,honesty,loyalty, and dedication that I may maintain throughout my working career this far.

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WORK HISTORY:



|  |  |  |
| --- | --- | --- |
| Hitron Limited | 2013-2016 | Accounts Clerk-Debtors/Credit Officer |
|  | 9th Aug-20th July |  |
| NC Civil Works | 2011-2012 | Civil Administration Assistant |
|  | 15th Aug -20th Feb |  |
| Life Gymnasium | 2011 | Attendant/Receptionist |
|  | 3rd Jul-13th Aug |  |
| Ela Medical Center | 2010-2011 | Admin Officer |
|  | 22nd Sept – 3rd Jan |  |
| GDA LTD/The Gallery | 2009-2010 | Receptionist |
|  | 18th Nov-6th Jun |  |

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REFEREES:



|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | Melody Sangrador/ | Hitron Ltd | Ph: 302 2311 |
|  |  | P.O.Box 209 | Fax: 325 0349 |
|  |  | Waigani NCD |  |
| Eva Atava |  | 72903740 |
| **2.** Nicholas Constantinou/ | NC Civil Works | Ph: 325 1777 |
|  |  | P.O.Box 158 | Fax: 325 2189 |
|  |  | Waigani |  |
| Nora Baloiloi |  | 76278866 |
| **3.** | Dominique Seddon/Mossie | Life Gymnasium | Ph: 342 5686 |
|  |  | P.O.Box 215 | Fax: 325 0848 |
|  |  | Moresby, NCD |  |
| **4.** | Dr.Moasope Pulotu McCarty/ | Ela Medical Centre | Ph.: 320 0585 |
| Rosilda Patrick | Lea Pacifica health Centre | Fax: 320 0586 |
|  |  | P.O.Box 863 |  |
|  |  | Boroko, NCD |  |
| **5.** | Mark & Rhonda Purdy | GDA LTD/The Gallery | Ph.: 325 0111 |
|  |  | P.O.Box 911 | Fax 325 0888 |
|  |  | Port Moresby |  |

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