Doris BEN-ELLION

# C/-BILL MEMOY ELLION, HELI NIUGINI LTD, P.O BOX 914, MADANG. MOBILE: 7054 7385 EMAIL: dorisellion.ellion9@gmail.com

**SUMMARY**

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**EDUCATION HISTORY**

* Diploma In HR Management – Divine Word University – 2011 – Incomplete
* Diploma in Office Administration – Madang Technical College – 2010
* Certificate in Basic Secretarial – Lae Technical College – 1998
* Grade 10 Certificate – Marianville High School – Port Moresby- 1996

**ADDITIONAL SHORT TRAINING**

* Supervisory Skills – Brian Bell Inhouse Training – 2013
* Prosell Training – Brian Bell inhouse Training – 2013

**EMPLOYMENT HISTORY**

1. **Commercial Sales Representative – Brian Bell Madang – 2014**

Duties Include:

* Visiting Business Organizations and Introducing the company’s Products and services
* Attending to Corporate clients quotes and Invoicing through the PRONTO system
* Customer Service
* Handling customer queries through phone and email or walk in customers
* Raising quotes as requested by Corporate clients
* Computer Training for computer illiterates in Commercial Sales Department
* Madang Commercial Sales Department’s Catalogue
1. **Relief Technical Service Coordinator – Brian Bell Madang – 2013, 2014**

Duties Include:

* Raising job cards for Tradesmen to carry out tasks
* Updating whiteboard for job calls and assigning tradesmen to jobs
* Receiving defective items from customers and labelling them for tradesmen to carry out jobs
* Update Work In Progress and Staff Performance spreadsheet for all Tradesmen and emailing to Branch Manager daily and keeping record of their charged and non charged hours
* Follow up on payments from credit customers
* Charging job cards and invoicing customers
* Preparing Parts Requisition spreadsheet and email to Spare Parts, Pom
* Receiving Spare parts from Pom and making sure they are correct in type and quantity. Discrepancies are reported to Stock controller
* Customer Service
* Making sure all Accountable Books (Quotation, GRN – Goods Returned Notice, Manual Invoice and Delivery Docket) are available to serve their purposes
1. **Maintenance Control (Technical Records) Clerk – Heli Niugini Ltd, Madang 2006-2008**

Duties Include:

* Filing daily aircraft status reports electronically in the designated database directory
* Follow up timely receipt of daily aircraft reports and advising Maintenance Planner of outstanding reports
* Preparing workpack instructions for review by Maintenance Planner
* Checking completed workpacks for completeness and accuracy and advising the Maintenance Controller of deficiencies
* Updating the TABS database from the information contained in workpacks and filing them in the applicable aircraft logbook
* Processing Technical Logs and maintaining aircraft logbook information as authorized
* Providing information to the Maintenance Controller, Maintenance Planner, Chief Engineers and Lead Engineers as requested
* Aircraft life control card entries
* Aircraft Historical Service Record Card entries
* Updating daily aircraft hours
* Updating the TABS computer system databases for all work carried out and all rotable changes carried out on aircrafts
* Presenting Aircraft runsheets and aircrafts due lists for Maintenance Planning
* End of month aircraft reports for Accounts and Operations
* Ordering Stationeries for Maintenance Control Department
1. **Data Entry Clerk – Airlink Ltd Madang – 2003- 2005**

Duties Include:

* Ensure Accountable Document Return Summary ( ADRS) are received on time
* Update ADRS
* Check ADRS Prior to entry into TABS database system
* Process ADRS into TABS database system
* Queries referred to Interline Supervisor to follow up and reconcile
* Code expenses incurred frim port and post with ADR
* Arrange debtors copies in Account code order
* Assist in collating debtors copies to statement and send to customers
* Assist with filing

**HOBBIES**

* Reading
* Gardening
* Sports (softball)
* Travelling

**REFEREES**

1. Geno Boeara

Service Manager

Brian Bell

P.O Box 442

MADANG

PH: 422 1899

1. Pan Lakot

Maintenance Controller

Heli Niugini Ltd

P.O Box 914

MADANG

PH: 422 2422

1. David Cooper

Maintenance Controller

P.O Box 914

MADANG

PH: 422 2422