**Newlyn Posiam SALAIL**

***Kennedy Estate\_7Mile, Section 50 – Allotment 21, Port Moresby NCD, 2019***

**Mobile:** 71142691 / 79176502, **Email:** posiamquinn@gmail.com

**SUMMARY**

I am a committed Person looking for a strategic role in a dynamic and vibrant organization, I am eager to utilize my skills and open to continuous learning. I am friendly and have an out-going personality. I am a quick learner, always eager to improvise & focused to complete given task within the given time and resources.

**KEY STRENGTHS**

* One year and a half’ experience in customer service, both face to face and phone based.
* High level computer skills including; Excel, Word and PowerPoint.
* Active public speaker with effective Communication skills.
* Effective Research and Analytical Skills
* **Time Management:** Dedication to effective prioritisation and management of time by allocating tasks and recording activities in diaries and daily to-do lists.
* **Flexible:** Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable at all times.

**EDUCATION HISTORY**

* **Career Development Certificate in** - HR, Institute of Business Studies (IBS), 2017
* **Diploma in Business -** Institute of Business Studies (IBS), 2013 – 2014
* **Upper Secondary Certificate -** Badihagwa Secondary School, Grade 12, 2011 – 2012,
* **Pre- Eleven Certificate-** Port Moresby Institute of Matriculation Studies, Pre Eleven, 2010
* **Lower Secondary Certificate -** Tokarara High School, Grade 10, 2008 – 2009
* **Primary School Certificate -** Hohola Demonstration Primary School, Grade 8, 2007

**EMPLOYMENT HISTORY**

1. **Sales Supervisor -** YFIG Group Limited – YFIG Real Estate, 2018 – 2019 (1year - currently)

**Duties include:**

* PA to Sales & Marketing Manager
* Attend meetings with Prospectors
* Do inspections on property
* Assist clients with Bank Loans
* Administration
* Team Leader – Allocate specific roles to each staff
* Logistics
1. **Recruiting/ Training Assistant -** Lamana Hotel LTD, 2015 (5 months)

**Duties include:**

* Assist in short listing
* Interviews – Shadowing and Sitting in for interviews
* Filling and updating of employee personal files
* Uniform fittings
* Inductions
* Monitor employee performance
* Assist in preparing training proposals
* Typing of Warning, Suspension, and Termination Notice.
1. **Junior Auditor (Internal Audit & Risk Management) -** PNG Power LTD, 2013 ( 6 weeks)

**Duties include:**

* Auditing
* Filing

**HOBBIES**

1. Reading
2. Writing
3. Listening to music
4. Meeting new people
5. Creative activities

**REFERENCE**

1. **IBS Career Development Limited**

Mr Sanjay Baalasubramani Viswanathan (+675 7355 8383)

PO BOX 2826

Magila Street, Six (6) Mile

Boroko, NCD

Port Moresby

1. **Lamana Hotel LTD**

Ms Verina Berobero (HR Manager)

PO BOX 495

Waigani, NCD

Phone: +675 323 2333

1. **PNG POWER LIMITED**

Mr. Nosuau Kini (Snr Manager Internal Audit & Risk Management)

P.O.Box 1105

Boroko, NCD

Phone: +675 324 3200

1. **Badihagwa Secondary School**

Mr.Maru Bala (Principal)

P.O.Box 1143

Boroko, NCD

Phone: +675 321 4566