**Patricia NAUOT |**

**D.O.B:** December 09th 1992

 **Marital Status**: Married

**Origin:** West Sepik Province

pnauot@gmail.com

(+675) 79102126 / 78088223

**Career Objective**



“Utilizing the knowledge and skills gained in my field of profession to the best of my ability in delivering my responsibilities to achieve organizational as well as personal goals”

**Core Attributes**



* Communication skills (written and verbal)
* Recruitment Skills (Advertising, Shortlisting, Interviewing, Induction, Placement)
* High level of computer skills (MS Office, Alesco Payroll System, etc.)
* Planning and Organizational Skills
* Analytical skills
* Assessing, Reporting, and Presenting skills
* Attention to details
* Able to work under pressure
* Fast learner and Able to work with less supervision
* Complete work on a given time
* Work Accuracy
* Flexibility and versatility
* Enthusiasm, patience, perseverance, hardworking and a fast learner
* Can-Do Attitude
* Exceptional Time Management skills and a Team Player.

**Education**



**Bachelor Degree in Business Management** 2012 - 2015

**(Majoring in Human Resource Management)**

*University of Papua New Guinea*

**Grade 10 & 12 Certificates** 2008 - 2011

*St Ignatius Secondary School, Aitape*

**Professional Experience**



**Human Resource Officer** August 2016 - Current

*Independent Consumer & Competition Commission (ICCC)*

* Draft job advertisement for vacant positions;
* Involve in screening and/or shortlisting of applications received for vacant positions;
* Conduct interviews of shortlisted applicants for job vacancies;
* Write up and facilitate memos and briefs of recruitment panels’ assessments for Management’s deliberation and decision;
* Placement and induction of new staff;
* Facilitate staff resignation, termination of employment, and staff exit processes;
* Computation of staff final entitlements and payouts;
* Facilitation of casual staff employment as and when needed;
* Drafting of staff appointment letters for Management’s clearance and endorsement;
* Facilitate formal permanent appointment letters for probationary officers, for Management’s clearance and endorsement;
* Drafting of employment contract documents for contractual staff, for Management’s clearance and endorsement;
* Facilitation of staff medical insurance;
* Draft Internal HR policies for Management and Board’s deliberation and endorsement;
* Analyze/Assess HR strategies and policies for organizational needs and utilization, and provide advice to Management, as and when requested;
* Assess staff requests on various HR matters in relation to leaves, training, salaries, etc. and provide advice to Management;
* Assist in the preparation of divisional report for board meetings;
* Updating, filing, and keeping proper records of staff personnel files;
* Overseeing On-the-Job trainings for students;
* Facilitation of staff internal transfers;
* Assist in the various leave administration of staff;
* Assess Staff Training requests and provide advice to Management for appropriate decisions;
* Assist and provide advice on staff performance management;
* Facilitate approvals and recommendation on staff’s performance appraisal;
* Assist in processing staff salaries using the Alesco Payroll Software as and when the Payroll officer is on leave;
* Assist in computation of staff’s Overtime, Higher Duty Allowance, and staff contract gratuity payments;
* On few occasions have sat in for Manager HR in Managements meetings when he is not at work and/or on leave;
* Acted on the Manager HR position when the incumbent goes for leave; and
* Assist in various other HR related matters.

**Eight Weeks Job Training**

*West Sepik Provincial Administration (Human Resource Division)*  26/11/14 – 23/02/15

* Assist in various HR matters as and when requested.

**Referees**



1. **Mr. SEVESE ISORUA**

**Manager Human Resources (ICCC)**

Email: sisorua@iccc.gov.pg

Phone: 312 4600

1. **Mr. VINCENT KIRINA**

**Executive Manager – Finance & Admin Division (ICCC)**

Email: vkirina@iccc.gov.pg

Phone: 312 4600

1. **Fr. DONATUS**

**Parish Priest – Holy Cross Parish (Vanimo)**

Holy Cross Parish

P.O BOX 205, Vanimo, WSP 551,

Papua New Guinea

Phone: 71258467

**SIGNATURE & OATH STATEMENT**

I, **Ms Patricia Nauot,** hereby confirm by putting my signature on this document to show that all details pertaining me in this document are to my best knowledge, genuine and credible.

Sign………………………………. Date: …………………………………