

---

# Personal Resume (CV) Updated..

---



---

## Ivan KAK (Mr.)

Pacific Inter Suppliers Limited

P. O. Box 730, LAE 411, Morobe Province, PNG.

M: 70960862

E: [ivankakjnr0143@gmail.com](mailto:ivankakjnr0143@gmail.com)

---

## Career Objective

Recent Commerce (Accounting) graduate looking for a position in accounting and finance where I can utilize my skills put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in any dynamic industry, either a Government Sector or Private Sector.

---

## Education

### Bachelor of Commerce

The Papua New Guinea University of Technology (UNITECH)

**Major:** Accounting; **Minor:** Management

Graduated: 2016

### Diploma of Business Commerce

The Papua New Guinea University of Technology (UNITECH)

**Major:** Accounting; **Minor:** Management

Graduated: 2014

---

## Key Skills

- **Communication and teamwork**  
Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.
  - **Ability to meet deadlines and work under pressure**  
Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.
  - **Enthusiastic, hard-working and eager to learn**  
Reliable and trustworthy, with a strong work ethic and values. A high achiever; received PNG Government Scholarships Fund and was on Government Sponsor every year from 2012 to 2015.
  - **Technical skills**  
Strong technical proficiency in MYOB (advanced level) and Microsoft Office 2010 (Excel, Access, Word, PowerPoint), with some experience with QuickBooks.
  - **Language skills**  
Fluent in spoken and written English and Pidgin.
-

## Employment History

**October – February (5 Months) from Years 2012, 2014 & 2015**

**Bookkeeper/Office Administrator/Accounts Receivable**

**Internship (part-time), Weklwm Hire Cars & Logistic Company**

**LAE , Morobe Province**

**Head Office**

### **Responsibilities:**

- Performed bookkeeping/accounting duties, including accounts payable and receivable, reconciliations, payroll tax and GST
- Prepared financial reports, including Ledgers using MYOB Accounting Software
- Managed the database accurately and kept it up-to-date
- Maintained confidential records and files Created documents, Excel spreadsheets and brochures
- Managed internal and external correspondence and emails
- Provided customer service and handled customer queries

### **Achievements:**

- Kept detailed and accurate accounting records and ensured compliance to current legislation
- Helped to design and create Business Cards, brochures, and Designed Company Logo resulting in cost savings
- Worked closely and harmoniously with other Staff and Administration Manager

**October 2013 – February 2013**

**Accounting Assistant, Weklwm Hire Cars & Logistics Limited**

**LAE, Papua New Guinea**

### **Responsibilities:**

- Reported directly to the chief accountant and owner (Director)
- Assisted accounting staff in managing accounts receivable/payable and end-of-month reconciliation
- Remitted cheques and cash to the bank
- Made purchases, preparing invoices and keeping track of overdue accounts,
- Maintained confidential documents and records to protect Company's Integrity
- Prepared Financial Statements for Internal Management via MYOB Accounting Software

---

## Professional Affiliations

Membership to the following Associations and Groups while at The Papua New Guinea University of Technology;

Membership to Accounting Students & Staff Association, Western Highlands Student & Staff Association, Tambul Nebilyer (Waru Kanges) Student & Staff Association and SDA Students & Staff Association

---

## Interests

Rugby, Songs, photography and Research

---

## References

**Dr. Luise Alamil**

**MBA, DBA**

Senior Lecturer,

HOD Business Studies Department

T: (+675)

E: [lalamil@dbs.unitech.ac.pg](mailto:lalamil@dbs.unitech.ac.pg)

**Richard Tim**

Accounts/General Manager

Weklwm Limited

T: (+675) 72734080/71211824

E: [rtim99@gmail.com](mailto:rtim99@gmail.com)

**Mr. Anton Klaimet**

Sales & Marketing Manager

Dawn Consumable Distributors

T: (+675) 475 5132/71535563

Email: [anton.ekep@gmail.com](mailto:anton.ekep@gmail.com)