**Curriculum vitae**

**Personal Detail**

Name: Macmillan Pala

Gender: Male

Date of Birth: 21st of October 1987

Place of Origin: Ialibu – Southern Highlands

Marital Status: Not Married/Single

Residential Address: Konedobu, Munidubu Aviat Street

Postal Address: C/ - Morris Pala, Shorelines Technology Ltd

 PO Box 28, Konedobu

Email Address: macmillanpala89@gmail.com

Contact Number: 70261561

**Key Transferable Skills**

* Exceptional oral & written communication in English and Tok Pisin
* Presentation and Negotiation skills
* Interpersonal and Communication Skills
* Comfortable with administering “Team-work”
* Leadership Qualities
* Able to work with minimal supervision
* Keen and quick to learn
* Honest, trustworthy and reliable
* Desire job satisfaction
* Capable to meet deadlines
* Enjoy new responsibilities and challenges
* Self – Starter (Initiative)
* Compliance and detail orientated
* Current Drivers Licence (**Full Class 1**)

**Educational Qualification**

2008 - 2010 - Port Moresby Business College - Diploma in Business Management

2006 – 2007 - Gerehu Secondary School - Certificate of Higher Education

2004 – 2005 - Gerehu High School - Certificate of High Education

2002 - 2003 - Coronation Primary School - Certificate of Basic Education

**Working Experience:**

* **May 2018 – Current –** Self-Employed

Responsibilities are:

* + Informal Income Generating Activities: retailing
	+ Participation in community orientated activities-networking
	+ Voluntary work/manual jobs eg: BSP Go Green, Awareness on violence against women campaign
	+ Domestic Up-Keep
* **October 2016-May 2018-** Worked with Johnston’s Pharmacy. As an Accounts Clerk:
* Process accounting receivable or payable
* Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivables or payables
* Reconcile the accounts receivable/payable ledger to ensure that all payments are accounted for and properly posted
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Generate financial statements and reports detailing accounts receivable and payable status
* Prepare bill invoice and bank
* Verify discrepancies by and resolve
* **December 2013 – February 2014 –** Worked with Shorelines Technology. As Monitoring Operator. Responsibilities are:
	+ Monitoring Vehicle Duress – Fleet Web GPS System
	+ Monitoring Alarm Systems on client properties
	+ Monitoring CCTV Camera and communicating with Tech officers regarding re- installation of faulty devices during routine checks
	+ Compiling of daily report
	+ Identifying/Attending to Red-Code situations on alarms and motor vehicles and engaging available responses units for needed assistance
* **August 2012 – March 2013 –** Worked with Post PNG Ltd as Statistics Officer. Responsibilities are:
* Collecting, Organizing and Analyzing of data from mail dockets (Inbound & Outbound) for Domestic mails (registered and non- registered mails)
* Compiling report of mail volume (graphical progression) in a quarterly basis
* Track and Trace (IPS Light System) of Domestic and International Mails and Parcels
* **February 2011 – August 2011 –** Worked with Consort Express Lines as Container Control Clerk (Operations). Responsibilities are:
* Authorizing of empty container release docket to customer
* Charging Customer on long stay use of container (Demurrage)
* Raising up Cartage/Transport Charges to customer (Door to Door)/Cargo Back loading for shipment
* Updating and tracking container movement using CEL2 Container Management system for container verification
* Liaise with trucking company to pick up full containers and empties from customer’s yard or vice versa

 **Hobbies:**

* Meeting New People/Sharing Ideas/Socializing
* Reading Newspapers & Magazines
* Watching News/TV (Current Affair)/Inspirational Documentary

**Referees:**

**Mr. Tim Johnston’s**

General Manager

Johnston’s Pharmacy Ltd

PO Box 1650, **BOROKO, NCD**

**Ph.**7628041/76280640

**E: tj@johnstons.com.pg**

**Mr. Joel Gaiyam**

National Sales Centre Manager

Trukai Industry Limited

PO Box 380**, Port Moresby**

NCD, Papua New Guinea

**Ph.** 321-7323

**Mobile:** 71098118

**Career Statement:** Aspire to get tasks done on time to accomplish goals and targets in the field of Business Management