Benon NAD

P.O. Box 7262

**BOROKO**

N.C.D

 Tuesday 5th February, 2019

**PPL Recruitment Team**

PNG Power Ltd

P.O Box 1105

**BOROKO 111**,

N.C.D

Dear Sir/Madam,

**Re: DATA ASSESSING & COMPILING OFFICER**

With reference to the above mention, I would like to submit my expression of interest for the position of Data Assessing & Compiling Officer as advertised in the Post Courier newspaper dated Friday 1st February, 2019.

Over the past years I have had a great deal of exposure in collecting, organizing, analysing, processing and managing data; of which, I have also had the opportunity to assist in effective business decisions.

Through my previous work experiences, I have gained excellent communication and interpersonal skills, along with the ability to solve problems and handle multiple tasks simultaneously. I am capable of delivering tasks within agreed timescales and to the expected standard. I have excellent report writing skills and high attention to detail. I believe in team work as well; I am confident in working independently.

I am proficient in using MS Office programs; as well I am adaptable and always keen to try new innovations. I consider myself to be disciplined in attitude and approach to work with a positive attitude toward what can be accomplished. I think I would be a great addition to your team and believe that I could learn a lot as well.

I would very much appreciate an opportunity to interview for the position of Data Assessing & Compiling Officer; I can be reached at 769-62-621 or 754-47-334. I have attached a copy of my CV for your perusal.

Thank you for your time and consideration

Yours faithfully

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 Benon Nad

Curriculum Vitae

**Benon Nad**

P.O. Box 7262

Boroko**,** N.C.D

Mobile: **769-62-621** or **754-47-334**

Email Address: legrandsullen@gmail.com

D.O.B: 18/09/86

Marital Status: Married

Place of origin: Popondetta, Oro Province

Residence: Port Moresby, Tokarara

**Objective:** To build on the experience I have gained and to further my knowledge in my line

of work.

## QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Achievement** | **Year** | **Period** |
| UPNG, Waigani | Undergraduate Degree | 04 | 2013 |
| UPNG, Waigani | Undergraduate Degree | 03 to 04 | 2009 - 2010 |
| UPNG, Waigani | Undergraduate Degree | 01 to 03 | 2006 - 2008 |
| Jubilee CatholicSecondary School,Hohola | Higher SchoolCertificate | 11 to 12 | 2004 -2005 |

## GENERAL WORK EXPERIENCE:

**Internal Revenue Commission (IRC) – GST Refund Auditor**

February 2015 – June 2018 (Full Time)

Responsibilities:

* Interview taxpayers and or their representatives
* Provide taxpayer assistance by responding in person, written or telephone
* Pre-audit of taxpayer documentation to verify correctness and completeness
* Determine taxability of taxpayer transaction
* Ensure tax compliance by taxpayers through the administering of tax laws and regulations
* Establish tax liabilities through review and analysis
* Assist in filing tax returns
* Pursue and resolve instances of erroneous or delinquent tax returns
* Bank reconciliation
* Supplier reconciliation
* GST account reconciliation
* Process GST reimbursement
* Prepare monthly reports
* Ad hoc tasks as required by the management

**Vitis Industries Ltd – Quality Assurance Officer**

January 2014 – June 2014 (Casual)

Responsibilities:

Routine analysis, hourly line checks and inspection

Monitoring alcohol percentage concentrations

Cordial syrup mixing and analysis

Monitor Cleaning in progress (CIP), conduct biotrace swabs & water ATP

Enforce GMP and housekeeping rules

Daily reporting to the Operations Manager

Ad hoc tasks as required by the management

**BNG Trading Company Ltd – Inventory Clerk**

August 2012 – March 2013 (Full Time)

Responsibilities:

Coordinate physical inventory counts and cycle counts

Investigate cycle counting variances and resolve issues

Update standard costs in the bill of materials

Review standard and actual costs for inaccuracies

Generate reports on inventory balance and shortages.

Work with the materials review to locate and dispose of obsolete inventory

Ad hoc tasks as required by the management

**Cakara Alam [PNG] Limited – Accounts Clerk**

Nov 2010 – April 2012 (Full Time)

Responsibilities:

Prepare financial statements

Prepare reconciliations of accounts

Prepare regular reports and summaries of accounting activities

Receive and record invoices and arrange payment

Verify recorded transactions and report irregularities to management

Ad hoc tasks as required by the management

**UPNG Sports and Recreation – Assistant**

March – Oct 2008 (Part Time)

Responsibilities:

Assist with organising and coordinating school sport and recreation events and

 services such as community functions, sporting competitions, school holiday

 programmes and cultural activities

Assist with developing and administering recreation policy

Liaise with parents, schools, local sporting organisations, church leaders, social

 workers, community groups and individuals about programmes and facilities

Assist with planning and promoting recreation activities and events

Assist with preparing financial estimates, budgets and resource allocations

Write proposals, evaluations and correspondence.

**Telikom Rumana – Administrative Support Assistant**

Dec 2007 – Feb 2008 (Part Time)

Responsibilities:

Solicit quotations from prospective vendors and write purchase orders

Provide administrative support to other members of the department

Provide help Desk support, attend to phone calls and queries

Liaise with vendors on administrative issues, i.e. invoice status, cheques, etc

Type, respond to route correspondence

**Oceanic Phones Limited – Warehouse Assistant**

June – July 2007 (Part Time)

Responsibilities:

Confirm completion of orders and compliance with specified details

Receive and check purchase requests against inventory records and stock on hand

Check inventories and prepare delivery schedules

Count incoming stock and reconcile it with requisitions

Update inventory and stock location records.

# REFEREES:

1. Ms. BERNADETTE URUNA

Manageress GST Refund Audit

Internal Revenue Commission

P.O Box 777

**PORT MORESBY 121**

N.C.D

Ph: 322-6616

Email: urunab@irc.gov.pg

2. Ms. LUCY PULKAPO

Senior GST Refund Auditor

Internal Revenue Commission

P.O Box 777

**PORT MORESBY 121**

N.C.D

Ph: 322-6782

Email: lpulkapo@irc.gov.pg

3. Ms. HEAU TAU

Accounts Supervisor

Cakara Alam (PNG) Ltd

P.O Box 297

**WAIGANI**

N.C.D

Ph: 323-9872/ 74