***Curriculum Vitae for Ms. Rennie Apisah***

**Personal Details**

Surname: Apisah

Given Names: Rennie Saking

Sex: Female

Date of Birth: 17/12/1979

Province: Manus and Morobe

Religion: Lutheran

**Current Home Address: C/- Peter Koigam**

**Tabubil Engineering Ltd**

**PO Box 431,**

**TABUBIL**

**Western Province**

**Email: jamieson2.ra@gmail.com**

**Digicel: 7949 2567**

***Career Objective:***

*A highly motivated performing professional with over 5 years work experience in the accounting and administration field working especially in the management level and having worked in the shipping, real estate, timber and plywood manufacturing and engineering and construction companies I am keen to join an organization where my logical and technical expertise can be properly utilized and will augment my skills and capabilities.*

**Work Experience:**

*Nov 2003 – June 2004 CURRIMUNDI LTD, BULOLO. MOROBE PROVINCE*

**ACCOUNTS & ADMIN OFFICER (PERMANENT EMPLOYMENT)**

Responsibilities/Duties:

* Preparing monthly financial reports
* Reconciling Ledger Accounts – Trade Debtors, Trade Creditors, Bank Accounts, Loan Accounts
* Preparation of statutory requirements – GST Returns, Withholding Tax Returns and Wages Tax Returns
* Preparing company Payroll
* Daily reporting of Retail Store Sales
* Weekly and Monthly analysis of Retail Store Sales
* Weekly & Monthly Stock take Supervision

\* Duties involve use of MS EXCEL and WORD, and QUICKBOOKS Accounting Software.

*July 2004 – Sept 2008 KAMBANG HOLDINGS LTD, LAE. MOROBE PROVINCE*

**JUNIOR ACCOUNTANT (PERMANENT EMPLOYMENT)**

Responsibilities/Duties:

* Preparing monthly financial reports for the corporate office and three (3) subsidiary companies.
* Reconciling Balance Sheet Accounts; Trade Creditors, Trade Debtors, Bank Account, External Loan Accounts and Inter-Company Transfers etc.
* Preparation of monthly statutory requirements – GST Returns, Withholding Tax Returns and Wages Tax Returns

\*Duties involve use of MS EXCEL and WORD, LOTUS SMARTSUITE 123, MYOB and SBT PRO Accounting Software.

*Sept 2008 – May 2010 PROFESSIONALS REAL ESTATE LTD, LAE. MOROBE PROVINCE*

**OFFICE & ACCOUNTS MANAGER (PERMANENT EMPLOYMENT)**

Responsibilities/Duties:

* Maintain and Monthly and Annual financial reports for three (3) separate company accounts
* Prepare Monthly and Annual financial reports.
* Prepare Payroll
* Preparation of Monthly statutory requirements – GST Returns, Withholding Tax Returns and Wages Tax Returns
* Office & administrative duties & procedures

\*Duties involve use of MS EXCEL and WORD and QUICKBOOKS Accounting Software.

*May 2010 – January 2015 PNG FOREST PRODUCTS LTD, BULOLO. MOROBE PROVINCE*

**ASSISTANT ACCOUNTANT (PERMANENT EMPLOYMENT)**

Responsibilities/Duties: ***(please find duty statement of key responsibilities attached***)

Also assisted Chief Accountant and FC in the:

* Preparation of monthly financial and management accounts.
* Audit preparation
* Preparation of monthly statutory returns
* Other duties:

1. Treasurer of Bulolo Bowling Club – maintained the books and accounts of the club (Operation and Travel Account). Managed the bar and club house alongside the Club President.

2. Assisted Treasurer for Bulolo Golf Club/Country Club – maintained accounts of the club bar and lodging and prepare weekly sales analysis. Assisted Club Manager in bookings for guests. Prepared monthly analysis for room occupation rate.

\*Duties involve use of MS EXCEL and WORD and ACCPAC .

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*October 2015 – November 2015 BLACK SWAN INTERNATIONAL, PORT MORESBY*

**ASSISTANT ACCOUNTANT (PERMANENT EMPLOYMENT)**

Responsibilities/Duties:

* Reconciling Balance Sheet Accounts – Trade Debtors, Trade Creditors, Bank Account etc.
* Preparing and sending out Invoices
* Payroll and related duty of preparing employees Nasfund schedules.
* Other Accounts related duties.

*July 2016 – August 2018 TABUBIL ENGINEERING LTD*

**ACCOUNTANT**

All accounting duties for three (3) separate companies:

* Maintain and Prepare monthly financial reports for three (3) separate company accounts: Tabubil Engineering Ltd, Highway Transport Ltd & Fubilan Security Service Ltd
* Supervising AR & AP
* Supervising & Preparing Payroll
* Preparation of monthly and yearly statutory returns
* Reconciliation of Balance Sheet Accounts
* Maintain and reconcile Fixed Asset Registry
* Preparing Quarterly Management Accounts for quarterly BoD Meetings
* Preparing Yearly Management Accounts/Financial Reports
* Coordinate and assist in the Company Audit process.

\*Duties involve use of MS EXCEL and WORD, MYOB Accounting Software, SYSPRO and ABLE Payroll

**Applications/Software Experience:**

* MYOB
* QUICKBOOKS
* ACCPAC
* ABLE PAYROLL
* SYSPRO

**Education and Qualifications:**

Registered Accounting Technician # 5143

\*2017 Passed FOA – CAT category

\*2018 Passed Introduction to Taxation – CAT category

2001 – 2003 PNG University of Technology, Lae

**Bachelor’s Degree in Commerce - Management**

1999 – 2000 PNG University of Technology, Lae

**Diploma in Commerce - Management**

1997 – 1998 Bugandi Secondary School, Lae. Morobe Province

**Grade 12 - Higher School Certificate**

**Referees:**

1. Mr. Doma Tobias

Chief Accountant

PNG Forest Products Ltd

P O Box 88,

Bulolo. MOROBE PROVINCE

Ph: 478 8108

Email: [DTobias@pngfp.com](mailto:DTobias@pngfp.com)

1. Mr. Rigu Abraham

Financial Controller

PNG Forest Products Ltd

P O Box 88,

Bulolo. MOROBE PROVINCE

Ph: 478 8108

Email: [RAbraham@pngfp.com](mailto:RAbraham@pngfp.com)

1. Dharmendra Prasad

Financial Controller

Black Swan (PNG) Limited

P O Box 1948, Boroko, NCD

Ph: 325 4370

Email: [fc@blackswanss.com](mailto:fc@blackswanss.com)

1. Srinivasa Murthy

Financial Controller

Tabubil Engineering Ltd

P O Box 431, Tabubil

WESTERN PROVINCE

Mobile: 70074211

Email: [FC@mrsm.com.pg](mailto:FC@mrsm.com.pg)