**EMAIL:** [hosea.piuk@gmail.com](mailto:hosea.piuk@gmail.com)**⏐PHONE:** +675 72 319 412**⏐Postal Address:** Monadelphous PNG Limited, C/- Oil Search (PNG) Ltd, Ridge Camp (Iagifu) Kutubu, Southern Highlands Province.

**OBJECTIVE**

* To be a change agent by making a positive difference

**PROFESSIONAL SUMMARY**

* I am able to ensure the implementation of project activities because I give attention to details and work load, plan and work under pressure, and complete task(s) on the given time/meeting deadlines. I am well organised and confident in my area of work and display good interpersonal and team building skills. I like working with team/group. I am accountable and responsible for my job duties through honesty, reliability and trustworthiness.

**SKILLS & ATTRIBUTES**

|  |  |
| --- | --- |
| * Document Control & Data Entry (filing documents/records management) | * Self-starter |
| * Document & Work-packs Completion | * Accountable and Responsible |
| * Follow set process and procedures | * Give attention to details and complete task(s) on given time/meeting deadlines |
| * Public Affairs and Engagement | * Good communication skills (oral & written) and intermediate English |
| * Policy/Program Monitoring and Evaluation Skills | * Able to plan and work under pressure |
| * Time Management | * Sound judgement and able to critically analyse |
| * Computer Literate in MS Tools | * Well Organised and Confident |
| * Driving Continuous Improvement | * Honest, reliable and trustworthy |

**WORK HISTORY**

* **Project Administration Assistant,** 03/2017 to 05/2017  
  Monadelphous Engineering (PNG) Ltd – Kutubu (Iagifu), Southern Highlands Province
* **Quality Assurance Administration Officer,** 08/2017 to Current  
  Monadelphous Jacob’s Joint Venture – Kutubu (Iagifu), Southern Highlands Province

**EDUCATION**

* **BBA:** *Public Policy Management,* 2015  
  **University of Papua New Guinea** – Port Moresby, National Capital District, Papua New Guinea
* Project Management
* Monitoring & Evaluation
* Industrial Relations
* Human Behaviour in Organisations
* Performance Management
* Government & Company Policies
* Coursework includes Entrepreneurial & Business Management
* Microsoft Office Tools

**REFEREES**

1. **Dallas Beechey** (B2B) **Philip B. Jones***Site Manager*  
   Monadelphous (PNG) Limited   
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1. **Alfred Waleya** (B2B) **Tony Kyekwan**   
   *Human Resource Advisor*   
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1. **Tony Cini** (B2B) **Bert Coles**

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