

RESUME



Personal Particulars:

Given/Surname: Bogen Kerry
Current Address: C/O- SVS Ltd, PO Box 1988, Lae
Place of Residence: Four(4)Mile,Lae,Morobe Province
Gender/Marital Status: Male/Married
Place of Birth: Goroka District/Eastern Highlands Province
Nationality: Papua New Guinea

Contacts:

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Telephone: 472 1688

Educational Qualifications:

2007- Diploma in Business Studies majoring in Accounting (Goroka Technical College)
2004 - Higher School Certificate (Goroka Matriculation School)
2002- High School Certificate (Asaroka Lutheran High School)

Awards and Training:

Super Value Stores Limited
2013 - Pronto Xi Certificate (Accounting Package - Accounts Receivables)
2012 - Work Ethics Certificate
2012 - Advance Microsoft Excel Certificate

Positions held currently/previously:

22.10.2011 to current - Accounts Receivables Officer (Super Value Stores Ltd)
(08.06.2011- 22.10.2011) - Accounts Payable Assistant (Super Value Stores Ltd)
(17.11.2008-07.03.2011) - Accounts Payable Officer (Seeto Kui Holdings Ltd)

Computer Skills and Knowledge:

Pronto Xi (Accounting Package) - Currently using (Super Value Store Ltd)
Epicor (Accounting Package) - Hands on Experience previously (Seeto Kui Holdings Ltd)
Microsoft Office Excel/Word/Publisher/Outlook - Currently using

Job Descriptions and Designations:

Accounts Receivables Officer - Super Value Stores Ltd (08.06.2011 to current):

- ⇒ Verify and reconcile transactions from bank statements daily-BSP/ANZ/Westpac
- ⇒ Daily receipting, bank/admin runs, maintain filing systems,supervised/trained staffs
- ⇒ Reconcile cash/credit account regularly, including Inter companies
- ⇒ Strictly ensure collections are collected on specific due dates/deadlines
- ⇒ Advise and report customer status to management as and when requested
- ⇒ Prepare and ensure reports are presented on time-Debtors collection/Sales/AR
- ⇒ Strictly monitor special accounts;Indent,COD,Rentals,Gondola,Deals,Pallets
- ⇒ Responsible for swap payments, reconcile GL AP/AR, monitor dishonoured cheques
- ⇒ Co ordinate within departments/branches and customers on related queries/concerns
- ⇒ Send updated SOA to customers,regional sales reps/managers on timely basis.
- ⇒ Liaise directly with commercial banks on raised/unsolved queries and concerns
- ⇒ Assist in legal proceedings for overdue debts and creating accounts (Cash/Credit)
- ⇒ Run month end aging balance and SOA before roll over date - 02nd of new month
- ⇒ Priorities collection in achieving weekly's set target by the management(K2.5 million)
- ⇒ Closely monitor/reconcile and apply advance payment from both customer/supplier
- ⇒ Assist auditors both internal and external and approve and release sales orders often
- ⇒ Extract system reports includes;Customer SOA,Trial balance,Summary aged balance
- ⇒ Perform other jobs as specifically instructed

Accounts Payables Officer - Seeto Kui Holdings Ltd (17.11.2008 - 07.03.2011):

- ⇒ Monitored, reconciled and maintained suppliers accounts, including Inter companies
- ⇒ Post/raise payments for COD, discounted and thirty days suppliers on/when due
- ⇒ Communicate directly with suppliers/banks/internally on queries and concerns raised
- ⇒ Advise and report suppliers status directly to the management as requested
- ⇒ Verify to ensure invoices received from branches are fully processed before encoding
- ⇒ Closely monitor and reconcile Pallets account regularly
- ⇒ Supervised/trained staffs, filing, banking and admin runs daily
- ⇒ Responsible for GL clearing - Advance payments and Gondola ends AP Vs AR
- ⇒ Strictly monitor, reconcile and prioritise payments for rebate suppliers on time
- ⇒ Apply/register online payments in suppliers account
- ⇒ Others as instructed

Summary of Work Experiences:

- ⇒ Super Value Stores as Accounts Receivable Officer - (22.10.2011 to current)
- ⇒ Super Value Stores Ltd as Accounts Payable Assistant - (08.06.2011 - 22.10.2011)
- ⇒ Seeto Kui Holdings Ltd as Accounts Payable Officer - (17.11.2008 - 07.03.2011)

Ambitions:

Exposure in all facets of accounts in career wise development, like challenges and also aim for further training (on Job/In House and Education)

Hobbies:

- ⇒ Social activities, Cleanathon, Hiking, Sports, Exercises, etc
- ⇒ Travelling
- ⇒ Playing Guitar

Referees:

1 Steven Wai

Human Resource Manager

Super Value Stores Limited

Telephone:(675) 472 1688/Ext:1017

Email: **swai@svs.com.pg;**

2. Freda Kowok

Credit Controller

Super Value Stores Limited

Telephone:(675) 472 1688/Ext:1062

Email: **ccontroller1@svs.com.pg;**

3. Patrick B Frugal

Group Administration Manager

Seeto Kui (Holdings) Limited

Telephone:(675) 473 8829

Email: **pfrugal@seetokui.com**