RESUME

### PERSONAL DETAILS

Ms. BRENDA CHINYERE ATIMA

**Address:** P.O. Box 7262,

 **BOROKO** 111, NCD

**MB:** 754-47-334/ 769-62-621

**Email:** chinyerenad@gmail.com

**D.O.B:** 9th November 1987

**Marital status:** Married

**Residence:** Tokarara, Korua Way, Helai Avenue

### EDUCATIONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD** | **INSTITUTION** | **COURSE** | **YEAR** |
| 2010 | International Training Institute (ITI) | Certificate in Computing | 1 |
| 2009 | International Training Institute (ITI) | Certificate in Human Resource Management | 1 |
| 2006 | Lae Technical College | Certificate in Business – Major Human Resource Management | 1 |
| 2004 - 2005 | Jubilee Catholic Secondary School | Higher School Certificate | 2 |
| 2001 - 2002 | Badihagwa High School | Certificate | 2 |

### WORK EXPERIENCE

**WOODLANDS LIMITED**

Receptionist/Administration assistant – Fulltime

April 2012 – May 2016

Responsibilities:

* Answering incoming calls
* Attending to customer enquiries
* Banking
* Manage day to day calendars
* Maintaining employee directories
* Maintaining filing system
* Payroll
* Prepare documents
* Restocking office supplies
* Schedule appointments
* Sending and receiving correspondence
* Sorting and handling mail
* Support other staff
* Taking memos
* Travel arrangements

**SP BREWERY LIMITED**

January 2012 – April 2012

Human Resource Assistant – Part time

Responsibilities:

* Clerical support
* Employee advocate
* Employee recognition
* File audits
* New employee orientation
* New hire application process
* Record maintenance
* Vendor liaison

**JDA WOKMAN LIMITED**

May 2011 – August 2011

Human Resource Assistant – Part time

Responsibilities:

* Clerical support
* File audits
* New hire application process
* Record maintenance
* Vendor liaison
* Other duties as directed

**BADILI VOCATIONAL COLLEGE**

October 2010 – May 2011

Student Records Clerk – Full time

Responsibilities:

* Attend to routine requests for student records
* Data entry
* Provide assistance to staff, students and general public
* Record maintenance
* Verify information
* Other duties as directed

**JO-ANS LIMITED**

March 2007 – December 2008

Secretary/Receptionist – Full time

Responsibilities:

* Answering incoming calls
* Attending to customers enquiries
* Banking
* Data entry
* Record maintenance
* Restocking office supplies
* Sorting and handling mail
* Other duties as directed