**PERSONAL DETAILS:**

Name : Iriee Api

Postal Address : C/- Michelle Rau

National Statistic Office

P.O Box 337

WAIGANI

National Capital District

Telephone : 325 1840 (BH)

Mobile Number : 7561 7577/7144 2640/7539 3171

Place of residency : Port Moresby

National Capital District

Email Address : iriee.api15@gmail.com

Age : 40 years old

Gender : Male

Marital Status : Married with two children (1 deceased)

District : Kairuku

Home Province : Central

**CAREER OVERVIEW:**

An accounts and administration officer with more than fifteen years **i**n the Finance & Administration department- duties includes processing supplier accounts payments, interns payment processing & reconciliation of creditors accounts(local/overseas),purchasing, Bank & Cash Book Reconciliation, FX Deal contract confirmation, lodging of BPNG required documentations with commercial banks, assist in preparation of financial reports(Accruals) and other administration duties as required. I have a proven track record of achieving and motivating a team to consistently meet/exceed targets.

**KEY STRENGHTS:**

Computer skills including Excel and Word

Extensive knowledge in Syspro, Attache, MYOB, Unix Accounting Software

Sound knowledge of Inventory, Accounts Payable & Receivable and Procurement procedures

Strong work ethic and great team player

Great analytical and negotiation skills

**CAREER HISTORY:**

**21st October 2019 –14th February 2020**

**Senior Officer-Accounts Payable**

**Goodman Fielder International-Port Moresby**

* Liaise with FX dealers for contract/deal bookings
* Maintaining & managing of all FX Order Bookings weekly report
* Preparation & submitting of all required BPNG documentation for FX orders with the commercial banks
* Review and data entry of AP payment cycle documentation entry into ERR(Syspro or SAP)
* Review and data entry of AP documentation matching invoice, Goods Receipt Notes, Delivery Order and Bill of Lading
* Review AP supplier reconciliation of statement of accounts
* In charged of AP Cheque clearance & Support GST input computation
* Preparation of payments-(ANZ Transactive)

**17th November 2017 – 8th October 2018**

**Senior Treasury Officer**

**Paradise Foods Limited-Port Moresby**

* Liaise with FX dealers for contract bookings
* Maintaining & managing of all FX Order Bookings
* Preparation & submitting of all required BPNG documentation for FX orders with the commercial banks
* Managing of all Aged Analysed suppliers report
* Releasing and approval of all Aged Suppler listing for processing
* Preparation & lodgements of GST Returns
* Cash Book/Bank Reconciliation
* All Creditors EFT payments(ANZ Transactive/BSP Online payments)
* Preparation of daily and weekly cash flow forecast
* Maintaining and controlling of all PFL bank accounts

**15th March 2010 – 17th November 2017**

**Team Leader-Accounts Payable**

**Paradise Foods Limited-Port Moresby**

* Supervise the Accounts Payable Officers to ensure the suppliers are paid within the term of contracts and/or credit facilities
* Support the team to amicably resolve any supplier’s issues
* Review & approved suppliers payments group and suppliers aging report
* Trade creditors payments & reconciliation of suppliers accounts
* Managing & reconciliation of petty cash account
* Preparation & posting of journals to the ledger
* Batching & posting of supplier invoices
* Maintaining & recording of all PO accruals
* Month End reports and Preparation of Freight & P O Audit accruals

**18th January 2009 – 12th March 2010**

**Accounts & Inventory Officer (Finished Goods)**

**Paradise Foods Limited-Port Moresby**

* Checking & posting of daily Finished Goods received
* Weekly & Monthly stock take and reconciliation of physical stock
* Posting of stock take sheets into the system
* Weekly update of Finished Goods reconciliation
* Trade Creditors payments & reconciliation of suppliers accounts
* Posting of journals to the ledger
* Maintaining & recording of all PO accruals
* Month End reports and accruals

**3rd November 2008 – 16th January 2009**

**General Administration Officer**

**Paradise Foods Limited-Port Moresby**

* Maintenance & Accrual of all Purchase Orders
* Ensuring correct postings of journals to the ledgers
* Overseas payments-Draft Applications/TT
* Preparation of payable vouchers & post creditors accounts
* Trade creditors payments and reconciliation of suppliers accounts
* Month End stock take

**10th June 2008 – 31st October 2008**

**Accounts Officer**

**Grand Columbia Limited-Port Moresby**

* Trade creditors payments & reconciliation of suppliers accounts
* Prompt manual cheque payments
* Preparation of payable vouchers & cost allocations
* Nasfund & IRC Tax payments
* Cash Book reconciliation
* Preparation of customers invoices & statements
* Update of purchase order
* Follow up on customer payments
* Receiving & receipting of customer cheque payments
* General filing/Mailing & Banking

**13th April 2007 – 30th May 2008**

**Administration Officer**

**HG Quarries Limited-Port Moresby**

* Follow up on quotations & raising of official purchase orders
* Receiving & receipting of goods/items from suppliers
* Arrange & monitor stocks for delivery at sites
* Trade creditors payments & reconciliation of supplier accounts
* Receiving & receipting of customer payments

**23rd February 2006 – 19th November 2006**

**Casual Field Interviewer**

**National Statistic Office-Port Moresby**

* Engaged for Health Demography survey
* Visit & interview residents of Port Moresby on health issues
* Assist in data Entry for the survey

**26th November 2001 – 25th January 2006**

**Accounts Payable Clerk**

**Arnott’s Biscuits Limited-Lae**

* Trade creditors payments & reconciliation of suppliers accounts
* Monthly accruals & reports
* Preparation of payable vouchers
* Invoice postings & account/cost allocations
* Overall filing of paid remittance
* Attend to supplier queries
* Month End stock take

**12th June 2001 – 23rd November 2001**

**Accounts Payable Clerk**

**Arnott’s Biscuits Limited-Port Moresby**

* Prompt manual cheque payments
* Local & overseas creditors payments
* Reconciliation of supplier accounts
* Preparation of payable vouchers
* Invoice postings & account/cost allocations
* General filing

**13th July 2001 – 27th July 2001**

**Trainee Host**

**PNGFM Limited-Port Moresby**

* Outdoor promotions
* Creative & copy writing
* Voice commercial spots.
* Co-host on Naufm & Yumifm radio stations

**20th July 1997 – 30th May 1998**

**General Office Clerk**

**Ini Koko Pty Ltd-Port Moresby**

* Conduct search on company, business name & land title searches
* Filing & serving of court service documents
* Preparing of affidavit of service
* Mailing & Banking
* General filing

**EDUCATIONAL QUALIFICATION:**

2016-2017 Diploma in Business Studies

Divine Word University-Port Moresby Open Campus

2010 Diploma in Accounting (Withdraw)

International Training Institute-Port Moresby

2000-2001 Diploma in Business & Computing

International Training Institute-Port Moresby

1999-2000 Certificate in Business

International Training Institute-Port Moresby

1993-1996 High School Certificate(Grade7-10)

Mainohana High School-Central Province

**TRAINING QUALIFICATIONS/AWARDS:**

2018 Service Award (10years of employment)

Paradise Foods Limited

August 2018

2016 Certificate of Attainment-Supervisory/Leadership Skills

OZI-K Limited

May 2016

2013 Safety Committee

Paradise Foods Limited

2011-2013

2011 Management 1 Training

Business Brains Pacific

March 2011

2010 Certificate of Attainment-Outbound Team Building

IBS Centre of Excellence

June 2010

2005 Employee of the Month

Arnott’s Biscuits Limited

October 2005

2003 Basic First Aid

PNG Red Cross Society Lae

October 2003

2003 Cardio Pulmonary Resuscitation (CPR)

PNG Red Cross Society Lae

**REFEREES:**

Mrs Karina Makori

General Manager

Queen Emma Chocolate Company

Phone (675) 313 2500 / 7106 8733

Email [karina.makori@paradisefoods.com.pg](mailto:karina.makori@paradisefoods.com.pg)

Ms Rhonda Musuruo

Financial Accountant

Paradise Foods Limited

Phone (675) 313 2500

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Mr Russell Rowaro

Financial Accountant

Ela Motors (PNG) Limited

Phone (675) 322 9400 / 7106 8732

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