

## Curriculum Vitae:

### A: PERSONAL DETAILS

<b>Name:</b>	<b>Mr. Rocky Maruduba</b>	<b>Private Telephone#:</b>	<b>+ (675) 70263900/70495951</b>
<b>Age:</b>	<b>27 years Old</b>	<b>Work Phone Direct Line:</b>	<b>+ (675) 3024 625</b>
<b>Marital Status:</b>	<b>Single</b>	<b>Work Email add:</b>	<b>rmaruduba@mvil.com.pg</b>
<b>Religion:</b>	<b>Christian</b>	<b>Copy Email:</b>	<b>rmaaluduba@gmail.com.</b>
<b>Province:</b>	<b>Milne Bay &amp; Central</b>	<b>Nationality:</b>	<b>Papua New Guinean</b>



### **Career Objective**

*To obtain an entry graduate level position where my Management, Accounting, and Research skills and attention to details may be fully utilized for the benefit of the organization so that the organization can experience change.*

### **B: EDUCATION BACK GROUND & QUALIFICATION.**

<b>Year (s)</b>	<b>Institute</b>	<b>Education &amp; Qualification</b>	<b>Location</b>
2009-2013	University of Papua New Guinea	<b>Bachelor of Business Management</b> <i>Studied- (international business management, accounting, HR, operations management, project management, business law, management accounting, Finance and business communication)</i>	Port Moresby
2006-2007	Kwikila Secondary School	Grade 12 Certificate	Central Province
2004-2005	Ianu Provincial High School	Grade 10 Certificate	Abau, Central Province
1998-2003	Moreguina Primary School	Grade (1-8) Grade 8 Certificate	Abau, Central Province

**C: OTHER ACHIEVEMENT-***I was selected on merit to take part in a two week international study program in Tokyo, Japan in June 2013, during semester break representing University of PNG. The Japanese Government funded the study program called, (JENESYES 2.0 Project), Japan –East Asia Network of Exchange for students & Youths. During the study program I actively involved discussions and formal seminar presentations with other students from Japan and other 14 Pacific island countries.*

### ❖ **D: WORK EXPERIENCE:**

#### **June (2014-2016) Motor Vehicle Insurance Limited - Senior Registry Teller/Cashier**

My duties and responsibilities outline by the management are hereunder;

- Report directly to Operations Manager & Customer Service Manager for NCD Branch
- I manage the efficient processing and issuance of vehicle registration and PNG Driver License
- Ensure all clients assign to my team at the VIP Lounge area receive excellent level of service
- Ensure VRM system for registering vehicles is turn on daily before counter opens
- I manage the office stationeries to ensure stocks are up to date
- I support administration staff on behalf of my boss (NCD Customer Service Manager) in ensuring that the property and customer service area is presentable at all times
- Authority to release vehicle information upon CEO's approval to clients like (Police Traffic officers, Ombudsman Commission, law firms and individual clients)

- I assist collect payments from eftpos, direct deposit and cheques from customers doing vehicle registration in NCD
- Assist examining all invoices before been sent to major clients and follow up to collect payments
- Conduct online payment to offset paid policies
- Assist prepare monthly stock report for NCD branch like (vehicle number plates, CTP certificates and license cards, and traffic hand book),when needed
- Previously I worked as a acting refunds officer for two months with the accounting team before been moved to work in the customer services division

**(2013-2016- Rural Cloudy Bay Building & Construction-Business advisor/Partner**

My duties and responsibilities outline by the director are hereunder;

I manage and oversee the operations of the company particularly;

- Provide strategic business advice to the director (my father)
- I oversee the company's revenue and expenditure (for approved payment)
- I do all project proposal submission for the company and negotiate contract deals with major clients who do business with us
- Assist do recruitment when required
- Over see project operations from (start to finishing stage)
- Attending to all issues to do with bank loans with the bank.

**(2014-April-May)- Five weeks BIMA Insurance Trading as Milvick PNG Limited) - (Family Life) Senior Sales & Call Center Agent**

**Job Description**

- Developing new clients and selling the new micro insurance product called (Family Life or haus-sick cover) using mobile phones
- Maintaining & up selling existing clients
- Indoor call prospecting to register clients on line using mobile phones
- Promoting, marketing and distribution of leaflets to customers in public places like shops/market
- Training and Development

**E: SKILLS COMPETENCIES**

1. Excellent computing skills (e. g, Microsoft, Excel and PowerPoint )
2. Ability to initiate
3. Exceptional attention to detail
4. Ability to ensure interact well with clients
5. Strong communication Skills
6. Report writing & taking meeting minutes
7. Business Proposal writing
8. Project Submissions
9. Hold PNG Driver Licence

**F: Language Known:** English, Tok Pisin, Motu, Kiriwina, Mailu & Basic Japanese

**G: ALTITUDE: (TEAM PLAYER) -Involved with-** UPNG Business Management Student Union as an active member, Active member of The Voice Inc. at University of PNG.

**H: Leader Skills:** President UPNG Kiriwina Good -enough Student Association (2012-2013), I run the association and assist students with their problems and conduct awareness at home during Holidays funded by Local member. School Head Boy (2005), Ianu High School

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**Attributes:**

- ❖ Can perform leadership roles.
- ❖ Well presented (dressing).
- ❖ Honest and reliable

**Hobbies:**

- ❖ Learning new things.
- ❖ Reading books
- ❖ Playing Soccer

❖ **H: WORK REFEREES**

**1. Mrs. Ethel Sasala**

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Rocky Maruduba (Mr.)



Signature

Date: 18-07-2016