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**A. PERSONAL INFORMATION**

FULL NAME: **Nelson Saga**

PLACE OF BIRTH: **Port Moresby**

AGE: **26**

MARITAL STATUS: **Engaged**

GENDER: **Male**

CITIZENSHIP: **Papua New Guinean**

PROVINCE OF ORIGIN: **Morobe Province**

CONTACT DETAILS: Email (**nsaga@nambawansuper.com.pg**) & Phone **+67570268772**

**B. EDUCATIONAL QUALIFICATION & CERTIFICATIONS**

DATEC LEARNING CENTER & NEW ORIZON: ATTAINED JOB SKILLS TRAINING CERTIFICATIONS (June 2017).

UNIVERSITY:  **THE UNIVERSITY OF PAPUA NEW GUINEA**

BACHELOR’S DEGREE: **INDUSTRIAL PSYCHOLOGY/STRATEGIC & HUMAN RESOURCE MANAGEMENT (2012-2015).** GRADUATED AMONG THE TOP 5% OF MY FINAL YEAR CLASS With a Grade Point Average **(GPA) of 4.0 out of possible 5.0 as maximum.**

NATIONAL HIGH SCHOOL: **WAWIN NATIONAL HIGH SCHOOL (2010-2011).**

SECONDARY EDUCATION: **BUMAYONG LUTHERAN SECONDARY SCHOOL LAE (2008-2009).**

PRIMARY EDUCATION: **ST PATRICK’S CATHOLIC PRIMARY SCHOOL LAE (2000-2007).**

**C. SKILLS, KNOWLEDGE & TRAININGS**

***I am fully trained and equipped with the following:***

* Skilled in **recruitment, selection, placement and training & development**
* Knowledge in **Industrial & labor laws**
* Ability to work in a multicultural environment
* Salary Administration and benefits
* Conducting Individual Development Plan to identify Skills Deficiency Areas for each individual and recommend for appropriate trainings.
* Drafting yearly Training plans for every individual staff
* Strategy tracking and Management
* Exposure in attending Executive Management’s Strategy Tracking Meetings
* Interviewing, **Counselling** & Conflict resolution skills.
* Project Management Skills
* Experience in coaching and mentoring staff through cross-rotational programs
* **Attention to details skills**
* **Superior Problem Solving Skills** and HIGH Sense of urgency
* Highly skilled in **Microsoft Excel, Word, Outlook & PowerPoint & Internet**
* Highly discipline and **strict in meeting deadlines**
* **Excellent Communication skills both oral & written**
* **Excellent Marketing & Public Relations Skills**
* Using my psychological knowledge to communicate professionally using a **well-mannered approach.**
* I can also **facilitate seminars and workshops**.
* I have skills in **Report writing & researching.**
* **Clerical and administration skills.**
* Skilled in writing **strategic and business plans.**
* Record Management includes manual fillings and electronic record management systems.

**D. OTHERS**

**MY VALUES**

To be a good citizen of this great country, Papua New Guinea and contribute meaningfully to the development of the country, I strive to promote:

* Hardworking, Honesty, Ambitious and goal oriented, Faithfulness and Visionary

**PROFESSIONAL ORGANIZATION**

* PNG Human Resource Institute.
* PNG Psychology Students Association.
* University of Papua New Guinea Morobe Students Union.

**PROGRESSIVE RESPONSIBLE EXPERIENCE ( 4years+(2013-2017)**

**Currently** promoted and confirmed as a **Human Resource Officer** for Nambawan Super Limited through the Graduate Development Program.

* Providing HR support to 164 staff for Port Moresby and the 17 other branches across PNG.
* Conduct recruitment drives for 18 branches including Port Moresby.
* Conduct Individual Development Plans and facilitate training needs.
* Facilitate Internal Trainings
* Management Internal projects within HR Division.
* Regulate Human Resources Policies and enforce where necessary.
* Managing staff Medical Insurance and Travels.
* Selection and decision making.
* Conduction staff induction and managing programs.
* Salary Administration and promotions.
* Managing staff welfare and benefits.
* Managing Culture Change Initiatives
* Managing staff establishment and organizational structure
* **Completed the Nambawan** Super Limited 2016 Graduate Development Program. Experienced in the following roles:

**Risk & Compliance Officer**

**Marketing & Public Relations Officer**

**IT Support Officer**

**Marketing Officer**

**Member Service Officer**

**Property & Investment Officer**

**Human Resource Officer**

* **Reviewing recruitment and selection structure & procedures for PNG Defence Force** for 2015.
* **President of PNG Psychology Students Association (2013-2014).**
* Drafting yearly plans and programs.
* Drafting proposals to seek funding from corporate organizations.
* Drafting budgeting plans.
* Planning yearly awareness & campaigning.
* Organizing and planning yearly fundraising drives.
* Chairing meetings and making key decisions.
* **2014 UPNG Open Day Program Co-ordinator for the School of Humanities & Social Science.**
* Planning & arranging the event.
* Providing effective and adequate information to public and all schools and educational institutions within Central province and national capital district about the range of courses offered at UPNG and their minimum requirements.
* Coordinating and ensuring the flow and smooth run of the programs.
* **Psychology Information Officer** at the UPNG OPEN DAY 2013.
* Providing key and vital information to relevant stakeholders and institution on the aid of Psychology.
* Key objective is to build and maintain long lasting relationships between relevant institutions.
* **NGO EXPERIENCE (**2013 **Port Moresby Cancer Relieve Society Volunteer).**
* Attended workshops on the types of cancer affecting PNG and the World.
* Engaged in awareness on oral, cervix and breast cancer rates in PNG and how to avoid the disease.
* Educating the public on the how to help prevent cancer in PNG.

**(E) REFEREES**

**1. Mr. Michael Esop**

Head of Psychology Strand, School of Humanities and Social Sciences, University of Papua New Guinea

P O BOX 320, University Post Office.

Email: esopm@upng.ac.pg

Mobile: (+675) 73461775

**2. GAFU KOSI**

Nambawan Super Limited

Senior HR Officer

Email: gkosi@nambawansuper.com.pg

Phone: +675 76935434

Office: 3095279

**3. Mr. Leo Marai**

Editor(s) Journal of Pacific Rim Psychology (Cambridge University Press)

Digicel: (675)73461775

Facsimile: (675) 3267187

Email: leomarai@yahoo.com