Jeremy Koae

[Email address]

Abstract

This document contains a brief profile and resume.

ELECTRICIAN PROFILE

Jeremy Koae

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| **JEREMY KOAE** |
| **Electrician** |
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**CAREER PROFILE**

Over four years of experience as an electrician with Kenmore Limited. Responsible for the maintenance, repair and excellent customer service for clients from both, within companies of the Kenmore Group and external tenants of Kenmore Group of Companies. I ensure electrical complaints and requests are attended to efficiently and other electrical or refrigeration related jobs are carried out to the full so that tenants and clients are left satisfied and appreciative. I am an efficient, smart, reliable, trustworthy, organized and responsible tradesman in my field of trade.

Additional strengths:

* Exceptional written and verbal communication skills
* Pay attention to detail and accuracy with electrical jobs
* Excellent leadership and communication skills
* Eager to resolve issues
* Very good listener
* Wiling to learn
* Team player

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| RESUME OF JEREMY KOAE |

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| **PERSONAL INFORMATION** |
| Gender Male  Home Province Central and Gulf  Religion Roman Catholic  Nationality Papua New Guinean  Address The Stanley Hotel & Suites  P.O. Box 1192  Sir John Guise Drive, Waigani  Port Moresby  Email Address koaejeremy@gmail.com    Contact Details MOBILE (675) 7565 7808 |
| EDUCATIONAL BACKGROUND | |

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| **22 December 2016 - Present** | **SHIFT ELECTRICIAN**  **The Stanley Hotel & Suites** |
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| **2015** | **TRADESMAN CERTIFICATE - ELECTRICAL** |
|  | **Port Moresby Technical College** |
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| **2014 November** | **TRADESMAN CERTIFICATE – ELECTRICAL (Extension 3)** |
|  | **PNG Power Training College, Port Moresby** |
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| **2014 July** | **TRADESMAN CERTIFICATE – ELECTRICAL (Extension 2)** |
|  | **PNG Power Training College, Port Moresby** |
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| **2014 March** | **TRADESMAN CERTIFICATE – ELECTRICAL (Extension 1)** |
|  | **PNG Power Training College, Port Moresby** |
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| **2012** | **REFRIGERATION MECHANIC – (Extension 1 & 2)** |
|  | **Port Moresby Technical College** |

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| **2009 - 2010** | **HIGHER SCHOOL CERTIFICATE (Grade 12)** |
|  | **Don Bosco Technical Secondary School** |
|  | **Other Awards and Achievements**   * Certificate of Completion – Electrical Technology * Certificate of Recognition – Application Software (MS Office) |

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| **2007 – 2008** | **SCHOOL CERTIFICATE (Grade 10)** | |
|  | **Don Bosco Technical Secondary School** | |
| **WORK HISTORY** | |

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| **22December 2016 - Present** | **Shift Electrician** |
|  | **The Stanley hotel & Suites** |

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|  | **Responsibilities** |
|  | * Maintain the hotel in your qualified trade to the desired standard * Daily inspection and rectification of all public areas in relation to your trade * Complete work orders as requested by Chief Engineer in relation to your trade and other directives to meet customer requirements * Initiate/identify project work required in light of your trade throughout the hotel * Assist the Chief Engineer with the design of a preventative maintenance program for your area of expertise. * Use initiative and foresight to undertake tasks outlined within the preventative maintenance program without the direction of the Chief Engineer. * Be able to show flexibility to change the schedule in light of guest/hotel priorities * Assist with general minor maintenance repairs |
|  | * Ensure plant rooms are checked and cleaned and are in operating order * Carry pager and respond to requests from departments regarding minor maintenance issues throughout the day * Do a lighting check to ensure all globes are in working order * Conduct Test & Tag audits to ensure compliance. * Investigate reported faults for laundry and kitchen equipment * Carry out any minor repairs to guest rooms or public areas * Liaise directly with departments regarding the completion of work orders and prioritize in order of guest satisfaction * Ensure adherence to all statutory regulations and electrical codes by regularly reviewing policies and safety procedures. Ensure that any tests and inspections required on plant by statutory authorities are carried out as and when required and that all records and documentation associated with such tests and surveys are correctly kept and/or displayed. Ensure that the hotel fulfils all compliance requirements. * Ensure the staff awareness of energy management within the property by conducting regular education and training programs on energy conservation and matters related to efficient operation of equipment in a cost-effective fashion. * Contribute to guest satisfaction standards by ensuring that maintenance support services quickly address, and where possible, anticipate, individual needs. * Ensure the safety and comfort of guests and that any requests for service are handled in a courteous and efficient fashion. * Demonstrate a sound awareness of OHS policies and procedures. * Champion the identification and reporting of hazards, evaluation or risks, and design and implementation of hazard and control measures |
|  | * Demonstrate a sound awareness of OHS policies and procedures. * Champion the identification and reporting of hazards, evaluation or risks, and design and implementation of hazard and control measures. * Facilitate the reporting and investigation of injuries and illnesses arising from workplace activities, recommending corrective actions to prevent or minimize the chance of recurrence. * Provide information, training and instruction to staff, ensuring their ability to discharge allocated OHS responsibilities including: identification, control and monitoring hazards within the workplaces; safe operating procedures; use and maintenance of protective equipment and clothing (PPE); and emergency response procedures. * Assist the Chief Engineer with monitoring and evaluation of staff performance with reference to occupational health and safety responsibilities and performance standards. * Encourage team to provide feedback and to share their views on further ways to improve business operations, ideas and suggestions for continuous improvement. * Impart information via departmental meetings, briefings, resort meetings to keep team up to date with the business * Involve team in setting challenging realistic goals and track results. * Champion ‘Think Tank’ meetings to solicit feedback on ideas/suggestions |
|  | * Ensure the effective operation of all electrical systems and equipment by implementing and managing a preventative maintenance program. Ensure that preventative maintenance schedules are in operation and regularly upgraded * In conjunction with Chief Engineer ensure staff is technically competent by selecting, training and developing a motivated, well-qualified maintenance team. Carry out regular work sampling studies within the department and evaluate the performance and productivity of personnel. * Ensure the cost effectiveness and technical efficiency of ‘Electrical’ services performed by outside contracts by close supervision. Ensure all work is carried out in accordance with contracts, leases, services agreements and warranties. * Ensure the quality of all work completed by both employees and external contracted staff adheres to the standards of good engineering practice. * Contribute to the hotel’s profitability by ensuring the effective management of the buildings environmental controls and energy conservation systems. Evaluate, control and record energy usage and implement and upgrade energy conservation systems. * Participate in regular discussions with your Manager/Supervisor regarding your Performance and future Career Path * Attend and participate in the Hotel training and development programs * Review Guest Questionnaires and support team on improvement initiatives * Ensure potential candidates are provided with genuine and timely feedback, an effective On Boarding Program is arranged and monitored, job descriptions are current, and attendance at Orientation is timely. * In partnership with Human Resources provide assistance with forward recruitment and candidate care * Assist with the development of team capability for their current and future roles * Through Succession Planning and Personal Develop Plans keep team informed of career opportunities |

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| **August 2015 - December 2016** | **Tradesman Electrician** |
| **Kenmore Limited T/A Kenmore Property Division** |
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|  | **Responsibilities** |
| **Job Sites** | Attend to all electrical job request or complaints from customers or clients residing on all Kenmore properties and premises  Job sites included:   * Ela Beach Tower – Down Town Port Moresby * Dogura Place - 6mile, Port Moresby * Kwadi Compound – East Boroko * Trade Winds Apartments – Town * Daikin Compound – Murry Barracks * Matirogo Compound – Badili * Geboso Compound – 2mile * Trade Centre - Gordons |

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|  | **Other Responsibilities** |
| * Maintaining and Servicing Air Condition * Checking and taking meter readings off Gensets on all properties * Checking and taking monthly meter readings on meters on ALL Kenmore properties * Assisting the Electrical Maintenance Manager with specific job projects for the Group * Training On-the-Job trainees to gain job and skill experience * Do wiring for office buildings and property residential houses/areas * Troubleshoot electrical equipment and components to identify or detect faults for repair or adjustment * Install and test equipment * Install and Terminate cords and cables * Perform Welding, Brazing and Soldering operations * Plan and Install wiring systems * Assemble switchboards and Control Panels * Install and Service Rotating machines * Install and Service Luminaires * Decommission Electrical Equipment |

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| **16May2011 –**  **August 2015** | **Apprentice Electrician** |
|  | **Kenmore Limited T/A Kenmore Limited Property Division** |
|  | **Responsibilities**   1. Assisting Tradesman electricians with electrical jobs and complaints 2. Assisting Tradesman and Maintenance Managers with property projects 3. Attending to general maintenance job requests 4. Learning and gaining knowledge and skill of the trade by attending to daily job requests   **Achievements**  Certificates of Completion in:   * Customer Service * Dealing with difficult People |

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| **09December2009 – 22January2010** | **Trainee Electrician** |
|  | **SBS Electrical Limited** |
|  | **Responsibilities:** |
|  | 1. **On-The-job Trainee**  * Assisting with wiring for office buildings and other contracts under the company * Troubleshoot electrical equipment and components to identify or detect faults for repair or adjustment * Installing and Testing appliances |
| **OTHER SPECIAL SKILLS** | | |

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| * Play acoustic guitar , bass guitar and drums * Speak confidently with both national and expatriate clients |
| **Hobbies and Interests** |

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| * Listening to music * Watching UFC on Fox Sports * Watching SpongeBob and Kung Fu Panda * Watching action pack movies * Drawing artistic pictures * Reading the Daily Newspaper and stay up to date to the happenings in the country and the world |

**REFREES**

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| Mr Ariel V. Lunar, Reg. Engr., MIEPNG General Manager  Kenmore Limited – Property Division PO Box 7325, Boroko NCD 121, Papua New Guinea t: (675) 323 3041  | f: (675) 323 5940 | m: (675) 7106 8140 (675) 7601 0191 Email: [gm.property@kenmore.com.pg](mailto:gm.property@kenmore.com.pg) | Andy Dela Cruz, Reg. Tech., IEPNG Electrical Maintenance Manager  Kenmore Limited – Property Division P.O. Box 500, Port Moresby NCD 121, Papua New Guinea t: (675) 323 5945  | f: (675) 323 5940 | m: (675) 72154613 Email: [maintenance.property@kenmore.com.pg](mailto:maintenance.property@kenmore.com.pg) |