CURRICULUM VITAE

**PERSONAL DETAILS**

Given Name : ROINA

Surname : AKIPE

Sex : FEMALE

DOB : 15/11/1987

Age : 33 Years

Marital Status : MARRIED

Home District : PANGIA

Home Province : SOUTHERN HIGHLANDS

Religion : PNG Bible Church

**Current Address**: C/- Boroko Court House

P.O Box 1486

**Boroko,** NCD

Contact: Office Line: **3255033 / 325 7694**

Digicel Phone**: 73280917 / 73808903**

Email **:** [**akiperoina@gmail.com**](mailto:akiperoina@gmail.com)

**EDUCATIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Certificate Attained** |
|  |  |  |
| Feb 2020 – Jan 2021 | International Training Institute | **Diploma in Information Technology** |
| 2006 – 2007 | Don Bosco Technical College | **Certificate in Office Administration** |
| 2003 – 2004 | Pangia High School | **Grade 10 Certificate** |
| 2001 – 2002 | Williame Primary Top Up | **Grade 8 Certificate** |
| 1995 - 2000 | Tunda Primary School | **Grade 6 Certificate** |

**WORK EXPERIENCE**

**January 2016 – Current Working with Magisterial Services – Boroko District Court**

**Position Data Entry Operator/ SPM Secretary**

**Duties:**

* **Check the data and identify how many cases not entered into DCECMS and entered to DCECMS**
* **Checking update backlogs of cases into DCECMS.**
* **Checking networking**
* **Doing counter services to the public.**
* **Making outgoing and answering incoming calls**
* **Fixing office equipment’s like printers, computers where it needed.**
* **Organizing meetings & Court User Forum (CUF) and taking meeting minutes**
* **Assisting other staffs where needed.**
* **Keeping track of daily register**
* **Preparing Monthly statistics**
* **Preparing Court Documents like , daily listing,**
* **Warrants, court orders, general expenses and many more.**
* **Doing Court Registry Work**
* **Assisting staff who need assistance**
* **Handling of Office Equipment**
* **Filing both Manual and Electronic**

**January 2013 – 2015 Working with South Pacific Pharmaceutical Distributors**

**Position Admin Officer**

**Duties:**

* **Doing payments and receivables in absence of Accounts staff**
* **Payroll processing, Doing data entry and cheque requisition form.**
* **Graphics designing like business cards, newsletter, photographic design and networking**
* **Administrative duties in the office like handling of Machines, scanning, faxing, photocopying and etc…**
* **Taking meeting minutes of the company and organizing conferences**
* **Switchboard operating, typing 45 – 60 words per minute and other documents.**
* **Making travel arrangements for the boss both overseas and nationally and reservation**
* **Answering incoming and making outgoing calls and Sending and receiving emails.**
* **Handling of aggressive clients and many other duties needed by company.**

**2011 – January 2013 Working with Central Business System**

**Position Secretary**

**Duties :**

* Doing typing 45 – 60 words per minutes like legal documents
* Doing balancing for the day
* Payroll processing
* Conducting interviews
* Answering incoming and making outgoing calls
* Handling of office equipment like scanner, printer, fax, binding and laminating machines.
* Operating Microsoft Word, Excel, Power Point, Publisher and other programs like Internet etc……

**2010 – 2011 Employed by Royal Papuan Yacht Club**

**Position F & B Attendant**

**Duties**

* Customer Services in Hospitality Industries
* Assisting Cashiers in operating bills
* Answering phone calls
* Making appointments / bookings

**2009 – 2010 Employed by ISCWOTHS Distributors Ltd, Mt. Hagen, WHP**

**Position: Office Secretary**

**Duties:**

* Doing banking
* Doing the management duties while in absence of Boss
* Doing balancing for the day
* Doing salaries
* Interview new employee
* Answering incoming and making outgoing calls
* Doing Typing 35 – 45 words per minute
* Handling of office equipments.

**2008 – 2009 Employed by Highlander Hotel, Mt. Hagen, WHP**

**Position Housekeeping Attendants**

**Duties :**

* Customer Services in Hospitality Industries
* Answering phone calls
* Making appointments for the guest in booking rooms or conference rooms
* Working with housekeeping department and learning new skills

**11th December 2006 – January 26th 2007 Practical Work Experience with**

**Mt. Hagen General Hospital**

**Position Staff Clerk attach with Human Resource Manager**

**Duties:**

* Answering incoming and making outgoing calls
* Doing typing, 20 – 30 words per minutes
* Doing calculation on the overtime pay for the staffs of the hospital
* Photocopying
* Entry data in the computer
* Doing filing
* Operating Microsoft Word, Excel, Power Point, Publisher and other programs

**HOBBIES**

* Like Reading newspaper
* Like learning new skills and knowledge and learn new things
* Sharing ideas and work as a team
* Like meeting new people
* Playing sports

**CARRIER GOAL**

I want to be Assets to that organization I worked for and be an example to others as a committed person, hardworking, honest and reliable and potential person in that organization and accomplish the goals and vision of the organization.

**PERSONAL ACHIEVEMENTS**

* I have received Employee of the Month Award from Royal Papuan Yacht Club as Good Model to others.
* I’ve been a School Religious Prefect while studying in Don Bosco Technical College in Kundiawa.
* I’ve been a HIV/ AIDS Counselor working with Williame Health Centre on the Awareness on HIV/AIDS.

**REFEREES**

1. **Mr. Philip Tukuyawini 4. Mr. Walipe Wingi**

Managing Director First Assistant Secretary

SPPDL Department of Education

P.O Box 3296 P.O Box 446

**Boroko**, NCD **Waigani,** NCD

**Phone: 311 3325 Phone: 301 3353**

1. **Mr. Alex Kalandi 5. Ms. Rosemary KOIMO**

Senior Magistrate – Boroko Deputy Chief Magistrate - Magisterial Services

P.O Box 1486 P.O Box 1616

**Boroko,**   **Port Moresby,**

NCD National Capital District

**Phone: 75375851 Phone: 71819692**

1. **Paul Sarevela 6. Ms. Rosie JOHNSON**

Clerk of Court Senior Magistrate

Boroko Court House Boroko District Court

P.O Box 1486 P.O Box 1486

**Boroko Boroko**

National Capital District National Capital District

Phone: **321 7661 Phone: 325 7694 / 72311011**

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