CURRICULLUM VITAE (CV)

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PERSONAL DETAILS

FULL NAME Rachel Yembijo Tueri

DATE OF BIRTH 8th November 1985

HOME PROVINCE East Sepik Province

MARITAL STATUS Single

CURRENT OCCUPATION Accounts & Administration Assistant

CURRENT EMPLOYER Deugro Projects (PNG) Ltd

Denomination: Christian Life Centres of PNG(CLC)- Waigani Praise Centre

CURRENT ADDRESS Rachel Tueri

 C/ George Kilanama

 Moni Plus Limited

 P.O Box 1748,

 BOROKO

 National Capital District

 Telephone: 321 3122

 Fax: 321 3171

 Mobile# 733 47690

 Email: rachel.tueri09@gmail.com

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GOAL

My long term goal is to develop my specialized skills and leadership skills and have confidence that one day I will become a professional Manager in any organisation in a more vibrant and competitive environment in Papua New Guinea.

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**EDUCATION QUALIFICATION**

2014 - 2015 Divine Word University(Port Moresby Campus)

 **Diploma in MANAGEMENT**

2009 International Training Institute(Badili POM)

 **Certificate in Human Resource Management**

2005 DODL –Gerehu Study Centre

 (Upgrading Mathematics A)

2003 - 2004 Caritas Technical Secondary School

 Higher School Certificate-Grade 11-12

2001 – 2002 KilaKila Secondary School

 High School Certificate –Grade 9-10

1999 – 2000 Butuka Primary School

 Primary School Certificate-Grade 7 -8

1993-1998 Butuka Primary School

 Basic School Certificate –Grade 1-6

**EMPLOYMENT HISTORY**

2016 Aug 22 to Current- **DEUGRO Projects PNG**

 Accounts & Administration Assistant

* Daily Exchange Rates
* Banking/Payment Data Input
* Administration Assistance
* Ship Agencies
* Accounts Payable
* Internet Payment of invoices and printing of Bank Statement
* Daily updating of exchange rates, when receiving from ANZ bank
* Preparing & deposit to bank and updating the same in Exact
* Raising Draft invoices for POM & LAE
* Travel/Accommodation Arrangement ,Client Creation, Consignee Address Look up, Stationary Purchase and filing
* Preparation of Cheque Requestion & Reconciliation of Statement
* Assisting Key Accounts Supervisor & Container Control Officer
* Assisting the Branch Manager as instructed to do
* Cargosoft system for posting invoices and invoicing

2013- 2015 Peoples Microbank Ltd

 Senior Branch Officer

* Telling role
* Customers service officers role
* KwikDinau Loans Officers role
* Assisting the Assistant Branch Manager
* Assisting the Branch Manager
* Balancing Tellers
* Checking End of day vouchers
* Filing of new account forms/checking
* Counting bulk cash in vault
* Relieving Tellers when Manpower down
* Cash Manager SOD & EOD
* Balancing CIV Report

2012 **Southeast Asian Exploration**

 Administration and Accounting Assistant

* Salary tax
* VAT/GST Returns
* SOE Stationaries
* Nasfund-npf and ncsl
* Logistics arrangement for staff
* Registering & filling of incoming and outgoing correspondence
* Assisting the HR Officer in day –day task
* Assisting payroll officer during PPE facilitating wages for site workers
* Carry out daily office Banking

27th Mar 2012-16th April 2012 **Talisman Energy Nuigini Ltd**

 Casual Staffing of Air Energy –Accounts PayableOfficer

* Routing of invoices to various departments concerned
* Registering of invoices for payments and sending them to BNE finance
* TT payments electronically
* Diskpay-payments sent electronically
* General filling
* Attending to suppliers query
* Extracting PO from Maximo (Accounting Software)
* Writing up Cheques for Payment
* GST Returns &Witholding Tax

**Southeast Asian Exploration** Accounting Assistant- 7months contract –May 9-Dec 2011

* Salary Tax
* VAT/GST Returns
* SOE Stationaries
* Nasfund –NPF & NCSL
* Assisting the Accounting Manager

**RimbunanHijau (PNG) LtdDYNASTY ESTATES LTD**- Accounts Clerk ( 2006-2011)

* Payroll
* Prepare Payments to debtors
* Prepare deposits of cheque from creditors
* Monthly Nasfund Remittance
* Monthly NCSL Remittance
* Cashbook updating
* Preparing TT transfer & Bank draft
* Requesting of stationary from Admin Department
* Follow up on payments from creditors & remittance Advice confirmation from the bank
* Salary Tax
* Witholding Tax
* Posting using PearchTree(Accounting Software)

**RimbunanHijau(PNG) Ltd: Golden Shipping – Relieving Accounts Clerk(June-August 2007)**

* Payroll
* Payments to other creditors
* Seamen Union Remittance
* NCSL remittance
* Salary Tax to IRC
* Witholding tax
* Monthly Cashflow Reconciliation
* Prepare deposits for Banking/Cah Book
* Prepare of Reconciliation for Mobil,Inter oil etc
* Prepare food ratios for each swift
* Officers monthly food allowance

**HOBBIES /INTEREST**

Meeting New People

Socializing

Chatting about issues relating to work

Singing–Being part of Music Team in the Church

Being in a conducive working environment

Working in a new Environment

Learning Electronic Trend in a new Organisation

**QUALITIES**

Team Player to meet results

Good team Work

Hard Working

Good Sense OfHumour

Friendly

Easy to be with

Young Women’s Mentor in the Church

God fearing-Christian

**AMBITIONS IN LIFE**

TO TAKE UP ALL LEVELS IN MANAGEMENT & ACCOUNTING

**REFREES**

1.Elizabeth Sariman

 **Accounts and Administration Supervisor**

 Deugro Projects PNG

 P.O Box 157

 Port Moresby,NCD

 Ph:321 3122 Fax: 3213171

 1.Ms.Dora Gene

 **Human Resources Manager**

 Peoples Microbank Ltd

 P.O Box 103

 Boroko

 National Capital District

 Ph: 312 7700

2. Mr. GrayDase

 Branch Manager

 Peoples Microbank ltd

 P.O Box 103

 Wewak

 East Sepik Province

 Ph: 456 9516

3.Ms. MelisandeBoletu

 **ACCOUNTANT CPA PNG**

 Southeast Asian Exploration Pte Ltd

 P.O Box 2055

 Boroko

 National Capital District

 Email: mboletu@gmail.com

 Mobile: 73656977

4. Ms.JuliaBendanillo

 **Accountant**

 Dynasty Estates Limited

 P.O Box 102

 Port Moresby

 National Capital District

 Ph: 325 7677