Samantha Haro

Address: C/- Christopher Haro TISA Community Finance P. BOX 2993, Waigani, NCD

Mobile: 7654 6026/ 7316 1213

Email: samantha.haro2018@gmail.com

ACADEMIC

* Certificate of Participation

 2020 - Hohola Community College

 Business Studies

* Diploma

2007 – Port Moresby Business College

Business Studies

* Upper Secondary School Certificate

2005 – 2006 – Alma Secondary School

I attained my Grade 12 Certificate.

* Lower Secondary School Certificate

2003- 2004 - Badihagwa Secondary School

I attained my Grade 10 Certificate

* Primary School Certificate

2001 – 2002 – Wardstrip Demonstration School

I attained my Grade 8 Certificate

PROFESSIONAL MEMBERSHIPS/ADDITIONAL SHORT TRAINNING/AWARDS

* P.R.O.S.E.L.L Sales Training - Brian Bell Group of Companies :

 Attained Certificate on 10th October 2013

* Telephone Training Skills - Brian Bell Group of Companies :

Attained Certificate on 24th September 2013

* On Job Trainning Six (6) Weeks from 5th October - 13th November 2020. Department of Justice and Attorney General :

Attained Certificate of Accomplishment

EMPLOYMENT

1. **Retail Sales Team Leader –** Winsytems (PNG) Limited ( Bmobile Vodafone ‘s Distributor)

Started Date: 26th June 2017 – 13th February 2018

**Duties Include:**

* Sim Card Replacements
* Phone Internet Configuration
* Sim Card Registration
* Selling Bmobile Electronic Top-up
* Selling Mobile Phone, Sim Cards, Bmobile Top cards & Phone Accessories
* Operate as Cashier using Point of Sale & Pronto System
* Assist Customers with minor technical faults
* Stock Orders
* Coordinate Daily Activities & report to Managers
1. **Retail Sales Agent** – Cool Stuf Limited (Bmobile Vodafone’s Distributor)

Started Date: 17th November 2016 – Finished Date: 24th June 2017

**Duties Include:**

* Sim Card Replacements
* Phone Internet Configuration
* Sim Card Registration
* Selling Bmobile Electronic Top-up
* Selling Mobile Phone, Sim Cards, Bmobile Top cards & Phone Accessories
* Operate as Cashier using Point of Sale & Pronto System
* Assist Customers with minor technical faults

1. **Administration Assistant** – Brian Bell Group of Companies

Started Date: 19th February 2013 – Finished Date: 7th September 2015 – Port Moresb**y**

**Duties Include:**

* Filing , typing, copying, binding, scanning etc.
* Organising travel arrangements for senior manager's.
* Writing letters and emails on behalf of other office staff.
* Booking conference calls, rooms, taxis, couriers, hotels etc.
* Processing expenses sheets and invoices.
* Monitoring stationery levels and ordering office supplies.
* Covering reception desk when required.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Handling sensitive information in a confidential manner.
* Taking accurate minutes of meetings.
* Coordinating office procedures.
* Replying to emails, telephone or face to face enquiries.
* Develop and update administrative systems to make them more efficient.
* Resolve administrative problems.
* Receiving, sorting and distributing the post.
* Answering telephone calls and passing them on.
* Managing staff appointments.
* Oversee and supervise the work of junior staff.
* Maintain up-to-date employee holiday records.
* Coordinating repairs to office equipment.
* Greeting and assisting visitors to the office.
* Photocopying and printing out documents on behalf of other colleagues.
1. **Shipping Clerk** – Seeto Kui Holdings Limited

Date Started: 25th February 2010 – Date Finished: 12th September 2011

**Duties Include:**

* Receiving stock & entering Stocks in the system
* Shipping & Customs Compile
* Monitoring Container Detention
* Consolidating Container Reports
* Processing Cheque Requition Vouchers for payment

**HOBBIES AND INTERESTS**

* Cooking
* Cleaning
* Socializing & Meeting New People
* Reading

**REFEREES**

 1. Mr. Willie Kiba

 **Acting Executive Manager - HRM**

 Human Resource Management Branch

Department of Justice and Attorney General

 P.O Box 591, Waigani,

 National Capital District

Tel: 301 2847

Email: willie.kiba@justice.gov.pg

 2. Ms. Lucy Sihrong

**Office Manager**

Executive Management Branch

Department Of Justice and Attorney General

P.O Box 591, Waigani,

National Capital Distrlct

Tel: 301 2970/ 301 2973

Mb: 7259 8874

Email: Lucy.Sihrong@justice.gov.pg

 3. Ms. Lydia Ting

 **Retail Manager**

Winsystems (PNG) Limited

P.O Box 472, Waigani

Vision City Mall, Vision City

Tel: 302 8572

Mb: 7534 7593

Email: winsystem.telcom@gmail.com

 4. Ms. Bernadette Patmou

**Admin & HR Manageress**

Cool Stuf Limited

P.O Box 7888, Boroko

Papua New Guinea

Tel: 325 6618

Fax: 325 8622

Mb: 7639 6143

Email: bpatmou@jwk.com.pg

 5. Ms. Philomena Nawara

**HR Manageress**

 Brian Bell Group of Companies

P.O Box 1228, Boroko

National Capital District

Tel: 325 5411 / 7373 9600

Fax: 325 0167

Email: bbadmin@brianbell.com.pg

 6. Mr. Arnold Pangan

**Sales Manager**

Seeto Kui Holdings Limited

Private Mail Bag

Huon Road Post Office, Lae 411

Tel: 325 4700 / 325 7250

Fax: 325 4474

Email: skpom@seetokui.com.pg

**.**