

Resume

**Personal Details**

Name: Mr. Tongke Monding

Date of Birth: 29/11/1971

Marital Status: Married

Religion: Christianity

Home Province: Lae, Morobe Province

Postal Address: PO Box 7258, Boroko, NCD

Phone Number: C/ - 71677563

Email Address: williamtongke@gmail.com/ or C/- Yana.Monding@coffey.com

**Career Objective**

I am seeking the opportunity to expand my skills, knowledge and experience in any role that may suite my working experience. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to meet deadlines

**Work History**

October 2018 to Current - Global Star Services – Executive Assistant

Sept 2016-March 2017 – Tewasi Business Group – Financial Controller

2009-2015 Bank South Pacific

Boroko Branch –Personnel Lending -Team Leader – Supervising/Managing

 Default collection Officer

 Housing loans officer

 Personnel loans officer

 Small Business loans officer

 Motor Vehicle & equipment

 Project Officer – dealing with testing of new loan processing software (lendfast)

Former employer Papua New Guinea Banking Corporation, duties include;

1989-1991 Customer Service Officer

1991-1993 Operations Officer

1993-1998 Telling Duties

1998-2004 Agencies Manager, examiner & agencies inspector

2004-2008 Bank Internal report examiners

**Skills and Attainments;**

1. Supervisory skills course
2. Certificate of participation successful completion of Loan Origination Project
3. Outbound Great Managers Course
4. Team Leadership for change management
5. Core Communication Skills
6. Effective Communication Course
7. Sales & Credit Scoring Training
8. Personnel Effectiveness Course
9. Customer Focus
10. Advance Service skills program
11. Microsoft word 97, excel and introduction to windows 98, intermediate/advance level
12. Certificate of achievement- Trade Finance Fundamentals workshop
13. Award – Excellent customers service officer
14. Grade 10 certificate

**Education**

1984-1989 – Grade 10 Certificate – Dregahaffen High School

**Achievements & Abilities**

1. Clocked 25 Years of Service with Bank South Pacific – Sept 2015 - Award
2. A Team Player
3. Take pride in work and always achieve tasks to high quality

My experience with the same organization had gave me so much experience in managing new skills and changes brought in by the organization, it has trained me to become a very resourceful person in imparting skills to other co-worker and employees and successfully achieving the organizational goals and visions. I am very privilege to have achieved so much from my previous employer and will do the same to other organizations when any opportunities arise.

**Interests**

Watching documentaries, watching rugby, reading, spending time with family, seeing new places

**Referees**

Mr. Gima Siwi

Office Manager – Global Star Services

PO Box 828, Boroko

Phone# 3239897

Ms. Maureen Wanu

Branch Manager

Bank South Pacific Boroko Branch

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Mr. Johnathan Lauire

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