# CURRICULUM VITEA (CV)

**Joe BOLE (MR**)

P.O. Box 362, Waigani drv

Port Moresby, NCD

Papua New Guinea

**Mobile Phone:***(+675)714 90851***Email:***joebole50@gmail.com*

**PERSONAL INFORMATION:**

* **Age** : 24 years Old
* **Gender** : Male
* **Date of Birth** : 15th of June, 1994
* **Marital Status** : Married
* **Home Province** : Central
* **Religion** : United Church
* **Language** : English/ Tokpigini
* **Citizenship** : Papua New Guinea

**OBEJECTIVE:**

When opportunity arises or being presented. I strive to undertake tasks assigned to the best of my knowledge and experiences maximizing as much as I can from resources that are available to further enhance and develop necessary skills for the particular job.

Finally I believe in innovation as an essential tool for higher productivity in any given field of work.

**EDUCATION BACKGROUND:**

**2015 – KUMUL TRAINING INSTITUTE**

* Certificate/Diploma in Banking & Finance

**2012 – 2013 LALOKI HIGH SCHOOL**

* Grade 10 Certificate

**2004 – 2011 DIGUAROBU PRIMARY SCHOOL**

* Grade 6 – 8 Basic Certificate

**WORK EXPERIENCE:**

* **AUGUST 2015 – DEPARTMENT OF EDUCATION (POLICY, PLANNING & RESEARCH DIVISION)**
* Doing practical/on job training in the administration of policy, Planning & Research Division of Education Department. Was assisting that Administration manager to collate, compile, filing documents and Accounts etc.
* **NOVEMBER 2015 – 2019 January– PNG GARDENER CURRENT EMPLOYMENT.**
* Admin Department – Accounts officer

**DUTIES PERFORMED*:***

* *Invoicing Clients, daily banking, Weekly reconciliation of account, Managing Debtors & creditors, monthly bill-payment, payroll, Transactions Process, GST report, Trial balance, balance sheets report, profit & loss report, arranging Travel & reservation, book keeping for payable & receivable and other general duties of accounts.*

**OTHER DUTIES**

* *Answering and Transfer phone calls*
* *Taking Meeting minutes and organizing meets venue.*
* *Vehicle log Sheet and other sections in the office that need assistance.*
* *Doing up Time Sheets for Supervisors.*
* *Doing Warning Letters, New Engagement letters and Termination Notices to Contracted employees.*
* *Provide assistance to the coordinator for PNG Gardener‘s Beautification program for the port Moresby..*

**OTHER BACKGROUNG:**

* National Identity (NID Card)
* Birth certificate (Independent state of Papua New Guinea
* Class Three (3) Driver Licences
* Police Clearance Certificate

**HOBBIES & INTERESTS:**

* Reading Books
* Playing sports – Volley ball & Soccer
* Meeting new friends

**REFEREES:**

**Mr Isaac Tokoi Ms Jacque Ware**

Principal/Trainer Corporate Manager

KUMUL TRAINING INSTITUTE Kitoro No33 Ltd PNG Gardener

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**Mr Dennis Bagelo**

Operation Manager

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Department of Education

Policy, Planning & Research Division

Waigani drive