

# Curriculum Vitae

## PERSONAL PARTICULARS:

Name: Kepi Mora (Miss)  
Gender: Female  
Date of Birth: 23 July 1990  
Age: 31  
Marital status: Single  
From: Western, Central & Gulf Province  
Religion: Seventh Day Adventist  
Residence: Rainbow, Nautana - Port Moresby

Hobbies: Reading, playing sports & travelling  
Social club: YWCA lifetime Member – eligible for voting in members/AGM attendance

## CONTACT DETAILS:

Kepi Mora  
Mobile: 71979756  
Email: [kepi.mora@gmail.com](mailto:kepi.mora@gmail.com)

## EMPLOYMENT DETAILS:

Employer: **Inchcape Shipping Services**  
PO Box 922, Port Moresby, Papua New Guinea  
From: 09/07/2018 – Current  
Position: **Finance Officer**

### Daily payment receipting

- Expedite Debtors
- Liaise with Bank when query occurs
- Attend to customers queries regarding payments of invoices render to them.
- Daily banking of cheques
- Filling of documents (Receipts & Invoices)
- Weekly Debtors report
- Posting & Allocation of funds (Journals and General Ledger's respectively)
- Filling of daily receipts and payments

Employer: **Jb & Co. Public Accountants**  
PO Box 1600, Vision City Waigani, NCD  
From: 4<sup>th</sup> July 2017 – 9<sup>th</sup> July 2018  
Position: **Taxation Officer**

### Duties:

- liaising with IRC on behalf of our clients regarding all types of taxes
- Computing of GST, Salary & wages & Corporate income tax on behalf of clients to remit to IRC
- Admin work: Photocopying, Scanning, expedite with clients of tax penalties to be paid to IRC, Data entry: Vouching of Invoices and Cash receipt.

1. Employer: **Bishops Bros Engineering**  
PO Box 81, Waigani, Port Moresby

**From:** 06/05/16 – Nov 2016  
**Position:** **Purchasing Officer**  
**Duties:**

- Raise stock orders- Locally & International from suppliers/manufacturers
- Customer service with clients and Manufacturers
- Online orders with Suppliers and Manufacturers
- Expedite purchase order from the suppliers
- Accurate stock pricing and correct description of all stocks ordered raised
- Modify price variances against manufactories invoice with Bishops Purchase orders
- Pronto system is used

**From:** 21/10/14 – 05/05/2016  
**Position:** **Inventory clerk**  
**Duties:**

- Daily stock takes and stock adjustments and stock replenishment
- Weekly stock replenishment out from Bishops Pom branch to other Bishops Branches
- Accounts Receivable - Expedite on customer payments and goods returned
- Raise stocks, transfer in and out of Pom upon client's request
- Database/Inventory filling
- Pronto system is used

**4. Employer:** **IBS Training career Development centre**

PO Box 5181, Boroko, NCD

**From:** 9<sup>th</sup> Sep 2014 to 3<sup>rd</sup> Oct 2014

**Position:** **On Job Training (OJT) – Accounts clerk**

**Duties:**

- Accounts payable
- Accounts receivable
- Inventory
- Payroll
- Booking Keeping
- Fixed Assets
- MYOB

**QUALIFICATIONS YET TO COMPLETE**

- 1) **Qualification:** **Diploma in Accounting (DACC)**  
**Institute:** International Training Institute (ITI)  
**Year:** Started in January 2017 (Evening classes).  
Finished in November 2018

**EDUCATION:**

- 1) **Qualification:** **Certificate in Accounting**  
**Institute:** Institute of Business Studies  
**Year:** 2014

- 2) **Course:** **MYOB V17**

Institute: Institute of Business Studies  
Year: 2014 (9th – 24<sup>th</sup> July)

Qualification: **Certificate in Computing**  
Institute: Kumul Training Institute  
Year: 2011

Qualification: **High School Certificate (Gr. 10)**  
School: Tokarara Secondary School  
Years: 2007 - 2008

**REFEREES:**

Name: Mr. Paul Maoni  
Company: Bishops Bros Engineering Ltd  
Position: Purchasing Officer  
Years: 2009-2016  
Address: P.O. Box81, Port Moresby, NCD  
Phone: (675) 325 1088  
Facsimile: (675) 325 0083  
Email: [purchasingofficer@bishopbros.com.pg](mailto:purchasingofficer@bishopbros.com.pg)

Name: Mr. Charles Imaita  
Company: Bishops Bros Engineering Ltd  
Position: Warehouse Senior Supervisor  
Years: 2011-2016  
Address: P.O. Box81, Port Moresby, NCD  
Phone: (675) 325 1088  
Facsimile: (675) 325 0083

Name: Mr. Bernice Corpard  
Institute: Institute of Business Studies  
Position: Trainer in Accounting- Career Development Centre  
Year: 2014  
Phone: (675) 325 2188 / 4053  
Facsimile: (675) 325 8006  
Email: [corporate@ibs.ac.pg](mailto:corporate@ibs.ac.pg)

Name: Jean Pauli Mendoza  
Organisation: JB Public Accountants  
Position: Tax Consultant  
Years: 2016 -2018  
Mobile: (675) 325,300 /8366

Name: Nancy Wepo  
Organisation: Inchcape Shipping Services  
Position: Accounts Receivable Team leader  
Years: 2015 -2020 (Current)  
Mobile: (675) 321 2599 /72204435  
Email Add: [Nancy.Wepo@iss-shipping.com](mailto:Nancy.Wepo@iss-shipping.com)