**Elizabeth Amona**

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# PERSONAL PROFILE

*Organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. Responsible for developing office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation*. *Energetic professional who doesn’t mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.*

**Skills**

* Capable of managing multiple tasks
* Ability to meet tight deadlines emphasis on retaining quality standards
* Good personality, excellent communication skills and team leader
* Ability to achieve goals and targets in a systematic and proactive manner
* Result oriented and team player
* Strong analytical skills
* Ability to work collaborately with team
* Immense ability to maintain confidentiality
* Highly computer literate
* Excellent customer services skills

# Professional Experience

## July 2020 – February 2021 PROCUREMENT COORDINATOR, Save the Children (Secondment to NDoE)

* Design and maintain all vendor reports and evaluate all issues and assist to prepare all data reports for all purchasing system and manage all buying trends.
* Coordinate with supervisor and provide support to all product research programs and assist to obtain all required approvals and maintain all spreadsheets and evaluate all correction for same and establish all best purchase activities
* Evaluate all purchase orders and ensure accuracy, maintain track of all receipts from various locations and maintain an efficient packaging guide according to vendor regulations
* Maintain satisfaction of all consumers and monitor delivery of all products according to schedule and maintain quality standards of all products
* Coordinate with vendor to maintain knowledge on all product and delivery schedule and evaluate same and manage work with sales and purchasing departments.
* Collaborate with internal and external customers and manage all pricing and availability of all products and develop purchase order for all purchasing system and manage all communication with general contractors and coordinate with sourcing analyst to source all materials.
* Monitor inventory level and determine appropriate delivery dates of all products and forecast all order requirements and maintain records of all activities and resolve all delivery issues and prepare all products for shipment
* Monitor all supplier performance and ensure timely delivery of all products and maintain accuracy in all vendors data in inventory control module and perform various purchasing activities and prepare all purchase orders and evaluate accuracy in same
* Manage communication with all vendors and track all orders and resolve any issues on same

**May 2016 – August 2018 COMPLIANCE OFFICER, Abt PNG Management Services**

* Assist with in-country contracting and associated procurement processes in accordance with the PNG Operations Manual
* Maintain the Contracts Register and other compliance registers and assist with associated reporting;
* Assist in the management and advancement of the compliance framework for Abt associates PNG operations
* Undertake due diligence and child protection assessments to support contracting processes
* Support process and systems improvements for contracting and compliance activities and assist with development of contracting and procurement templates and tools where required
* Work closely with the Brisbane Contracts and procurement team on in-country contracting and associated practices and procedures
* Assist in compliance training activities including fraud and anti-corruption training
* Coordinated all yearly fraud training events to ensure staff met all mandatory requirements set forth by the organisation
* Build effective relationships with the Abt Associate’s clients, staff, contractors and stakeholders
* Assist with compliance with the Abt Associates contract signature policy and other relevant policies and procedures relating to contracts and compliance and
* Other duties as required

**August 2014 – April 2016 MANAGEMENT ASSISTANT | ADMINISTRATION SUPERVISOR, Mobil Oil New Guinea**

* Develop and recommend administrative processes and procedures for better efficiency
* Identify and resolve administrative issues
* Facilitation and coordination of corporate internal and external events
* Records management and archiving
* Facilitation of communication between employees and management with effectiveness
* Maintain organizational safety policies and culture
* Management, monitoring and control of office stationery and staff amenities supplies
* Coordinate, supervise and administer projects
* Process office expenses accurately, identify billing errors, recover vendor overpayments and implement tracking mechanisms to prevent future recurrences
* Management and upkeep of fleet
* Supervise team of administrative assistants
* Coordination of staff mobilization and demobilization
* Coordinate training
* Screen and manage prospective recruitment

## January 2010 – July 2014 SENIOR ADMINISTRATIVE ASSISTANT, ExxonMobil (PNG) Limited

* Provided administration support to Senior Project Executives with exceptional attention to detail
* Administered the Project’s merchandise and maintained the inventory with accurate reporting
* Converted from contractor to employee based on excellent work performance after 3 years of employment  Planned and prepared risk-management protocol for safe and smooth business conduct
* Perform risk analysis and evaluation
* Review and analyze programs in place to eliminate risk
* Confirmed that all directives (process and procedures) set forth by the department were properly maintained and current in the local share point files

**October 2004 – December 2009 HR ASSISTANT, Bank of Papua New Guinea (Central Bank of PNG)**

* First point of contact for employees – Assisted company staff in solving HR issues.
* Managed, organized and updated files, records, correspondence, charts and reports
* Set up meetings and interview schedules as part of recruitment process – Received applicants and guided them, functioning as company representative.
* Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.
* Assisted HR prepared performance reports and disciplinary actions against under-performing employees
* Handled all personnel files, inquiries and processes with the utmost confidentiality

## February 2000 – September 2004 BANK TELLER, ANZ BANKING GROUP (PNG) LTD

* Prepared Ledger Reconciliation
* Opened new customer accounts and closed existing accounts at customer request.
* Provided customer assistance with balance detail and other inquiries.
* Referred customers to appropriate financial services and products as required.
* Handled all customer complaints and issues with high professional courtesy.
* Cashed cheques and processed deposits upon balance and signature verifications.
* Contributed to external and internal sales activities
* Ensured Cash Box was balanced

# Professional Development

First Aid CPR AED, Operations Management, Safeguarding Children, Fire Fighting, Cyber Security Awareness,

Workplace Health & Safety, Risk Assessment & Management, Fraud Control, TB DOTs Awareness, Women In Leadership, Essential Skills for Directors

# Education

**Divine Word University** March 2018 **,** Diploma in Business Studies

**University of Papua New Guinea** March 2021, Currently studying Bachelor of Business Management major in Public Policy & Management (Two year program 2021 -2022)

# Computer Literate

Proficient user of Word, Excel, PowerPoint, Outlook and Publisher.

## Association Membership

* CETA (Christian Education Teaching Association)
* PNG Red Cross Society

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| Referees | | | |
| 1 | Hane Kila  Commercial Lawyer  National Fisheries Authority  Telephone: 70092421  Email: hanetabekila@gmail.com | 3 | Uvenama Rova  Secretary General  PNG Red Cross Society  Email: uvr6057@gmail.com  Telephone: 76859211 |
|  |  |  |  |
| 2 | Dr. Nao Badu  Principal – Korikorina Consultancy  Telephone: 72907816 | 4 | Janet-Raula Ila  Protocol Officer  Department of Foreign Affairs  Email: jraulaila@gmail.com  Telephone: 78434093 |