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CURRICULUM VITAE

**PERSONAL DETAILS**

Name: STANLEY MEL

Home Province: Western Highlands

District: Hagen Central

Marital Status: Single

Phone:71786386/75511425

Email: smel741@gmail.com

**PERSONAL SUMMARY**

I believe in time management, achieving organisational goals and objectives and result oriented.

**AREAS OF EXPERTISE**

* Employee Relations, Recruitment & Selection, Talent Management, Industrial Relations, Occupational Health& Safety, Case Management, Absenteeism Management,
* Personal commitment to building and empowering people through mentoring and coaching
* Excellent communication and presentation skills
* Competent in Microsoft Office Suite applications, Outlook, Excel, word, Power Point, Visio Programs &IBBM Lotus Notes, Pronto and Employee Portal
* Organization and Planning Skills
* Negotiating Skills, Customer Service and Employment Laws

**ACADEMIC QUALIFICATIONS**

2011- 2014. Bachelor of Human Resources Management (HRM), University of Papua New Guinea.

2007-2009. Gr: 12. (A) English (C) Maths (A) History (B) Economics (B) Business Studies

Hagen Park Secondary & DODL

**WORK EXPERIENCE**

**Human Resource Officer- (Steamships) East West Transport and Port Services**

**1st February 2017- June 2017**

**Main Duties:**

* Maintain and monitor HR information systems in Pronto and Portal and general payroll maintenance, setting up loan deductions and employee set ups
* Update employee missing information and submit request for managers approval
* Coordinating Medical claims and registration, tax instalments,employee updates and NASFUND
* Advertising of position vacancies internally/externally, compiling of applications and arranging for interviews
* Create and issue contract of employment and offer letters for National new hires only or existing staff promoted
* Auditing and creating personal files for HR hire check list
* Assist timely payroll administration amendments,policies,procedures and standard divisions as directed
* Assist employees in applying for sick leaves, annual and long service
* Collate and analyze Job Description for new position for new position to Head Office to upload in portal
* Confirmation/identification letters to recognized institution’s such as Banks and Nasfund
* Demonstrate ownership and responsibility for task and process and contributein HRareas for ongoing improvement and development
* Well versed with PNG Employment Laws in PNG, industrial and non Citizen Act 2007 and IR act 1962.
* Submitting of reports to Port Managers for outer operation in Lae,Kimbe,Alotau,Oro,Rabaul,Kiunga,Pom, Madang and Morobe Terminal

***Trainee Recruitment Officer – Telekom PNG***

November 2013 – March 2014

Working in a busy and big organisation, alongside experienced senior recruitment officers. Providing full administrative back up to the entire team, and at the same time gaining a comprehensive insight into the expectations of clients and candidates and also what it takes to make successful placements.

***Duties****:*

* General administrative duties such as filing, designing organisational structures using Visio programs
* Helping to build relationships with clients and Human Resource departments.
* Assisting in the drafting and writing of job adverts.
* Screening candidates by doing background checks on them.
* Recording and monitoring office expenses and raising invoices.
* Calling candidates and inviting them for interviews.
* Informing department line managers about potential suitable candidates.
* Attending networking events to attract more business for the company.
* Requesting of Quotation from Post Courier and The National for adverts and raised POs in the Finance Department.
* Writing candidate profiles and references
* Other daily activities as requested by the Manager Recruitment and Placements

**Occupational Health &Safety Assistant (Akzo Nobel Ltd) Nov 2011- March 2012 (5months)**

**Responsibilities:**

* Ensured stock was displayed properly
* Was assisting in charge of Health and Safety compliance in the store room.
* Assisted the Safety Officer to make sure safety gears are worn during production
* Keeping records of safety gears/personal protective equipment’s (PPEs)

**Research Coordinator (Small Business Development Corporation) March 2010-June 2010 (4months)**

**Responsibilities:**

* Did research on a program funded by Small Business Development Corporation for small businessmen and women within NCD
* Interviewed several businessman and women basing on questionnaires provided by the research team
* Coaching entrepreneurs to get loans from SBDC

**Leadership Experience**

**Vice President**- Human Resource Student Chapter University of Papua New Guinea (2014)

My responsibilities include but not limited to;

* Conducting Meetings and organizing social events within school campus
* Being an advocate between students and lecturers on academic issues
* Organizing funds for end of year party
* Delegating tasks to student reps first to final years for effective team work

**Communication Skills**

* Have excellent oral and written communication skills

**Computer Skills**

* Microsoft Word -
* Microsoft Outlook
* IBBN Notes
* Pronto xi and HR Portal
* Microsoft Excel
* Microsoft Power Point
* Microsoft Visio Programs

**PROFESSIONAL MEMBERSHIP & TRAINING**

* Current member of Steamships Toast Masters Club
* PNGHRI membership Pending

**REFEREES**

1. **Ms. Jacqueline Waka**

Senior Human Resource Consultant

Oil Search PNG Limited

Phone: 70300265

1. **Mr. Titus Kuman**

Group HSSE Manager

Steamships Head Office

Phone: 70318178

1. **Mr Paul Egep**

Chief Accountant

East West Transport and Port Services Stevedoring

Phone: 3220 237