**CURRICULUM VITAE**

***Personal Details*:**

Given Name: Geoffrey Timmy

Surname: PUIPUI

Date of Birth: 01st August 1984

Nationality: Papua New Guinea

Province of Origin: Central/East New Britain

Denomination: United Church

Marital Status: Defacto

***Contact Details*:**

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Email Address: Geoff.Puipui@gmail.com

***Educational Background*:**

2005; **International Training Institute (ITI)**

* Diploma in Business Accounting
* Certificate in Business

2003-2004; **Kerevat National High-PNGHSC**

* Grade 12 Higher School Certificate

1999-2002; **Kokopo Combined Provincial High**

* Grade 10 High School Certificate
* Grade 8 High School Certificate

1992-1998; **Pilapila Community School**

* Grade 6 Primary Education Certificate

***Employment History*:**

**Organization:** ***Theodist Limited***

**Position:** Warehouse Supervisor

**Period:** January 2018 - To Current

**Duties:**

* Make sure all picking slips & rec are organise daily for showroom and our external customers.
* Coordinating casuals with the unloading/backing of containers.
* Pre-check orders/invoices and sign off for dispatch.
* Coordinating drivers for the daily customer’s delivery.
* Maintains inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staff.
* Effectively communicate stock availability and promptly supply stock ordered for immediate dispatch to the destination sites.
* Maintains inventory by conducting weekly physical counts; reconciling variances; inputting data

**Organization:** ***Digicel PNG Limited***

**Position:** Logistics & Warehouse Supervisor

**Period:** July 2014 – February 2017

**Duties:**

* Maintains inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staff.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
* Effectively communicate stock availability and promptly supply stock ordered for immediate dispatch to the destination sites.
* Ensure safety and security of stocks is of paramount at all times
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data
* Ensuing Team collaboration and Implement Staff succession plan for Performance Review to meet both business and employee KPI’

**Organization: *Digicel PNG Limited***

**Position:** Customer Care & Telesales Agent

**Period:** July 2013 –June 2014

**Duties:**

* Resolve customer query over the phone, eg; internet settings, handset queries, roaming, easy pay, voucher credits, sim replacements, barring of numbers (MSISDN)
* Contacting potential or existing customers to inform them about a product or service using
* Establish customer relationship between customer to better understand customer’s requirements
* Asking questions to understand customer requirements and close sales.
* Telesales – carrying out daily targets, and confirming sales before close.

**Organization:**  ***Normanby Mining PNG Limited***

**Position: Exploration Camp Manger**

**Period:** June 2011 – March 2014

**Duties:**

* Ensuring stock is up-to-date and liaising with town offices on a daily basis on shipment and transportation of stocks need at Camp site.
* Ensuring accommodations and service facilities are well maintained and meet all standards to the extent possible
* Monitoring supply needs and ordering food and supplies as required.
* Report to the Managing Director on a Weekly basis on operations on site.

**Organization:** ***New Guinea Gold Limited***

**Position:** **Logistics Officer**

**Period:** July 2010 – February 2011

**Duties:**

* Responsible for supervising all logistics supplies within the camp.
* Daily stock count of consumables and flammables eg , Diesel ,Petrol and Hydrolic Oil est;
* Dispatch vessel up on the manifest to the responsible destination.
* Receiving and ordering camp supplies on a weekly base

**Organization: *Steamship Hardware Limited*** *(now known as Hardware Haus)*

**Position: Support Finance Officer**

**Period:** August 2008 – June 2010

**Duties:**

* Update the daily sales allocation for other branches as per the system; Pronto Xi and JDE
* Processing of daily cash receipts.
* Adjustment of cash advance accounts
* Ensure all accounts are settled within 60 days; dispute invoices as per remittance advise be sorted out once received.
* Debt collection from all external credit customers.

**Organization:** ***Port Moresby Transport Limited*** *(Pomtrans)*

**Position:** **Accounts Receivables Officer**

**Period:** August 2007 – June 2008

**Duties:**

* Collection of debts sue to the company’s trading terms.
* Complete banking by daily and receipts entered into Pronto Xi same day.
* Prepare month-end reports for presentation.
* Debtor’s reconciliation monthly.
* Any duties directed by the Accountant and Finance Manager.

**Organization:** ***Andersons Foodland Limited***

**Position:** **Goods Receiving Officer**

**Period:** November 2006 – June 2007

**Duties:**

* Receiving, checking and recording of inbound stocks.
* Update inbound stock from suppliers into the system (Pronto Xi) on a daily base.
* Prepare purchase order & invoices for accounts for monthly stocktake report.
* And any general administration task.

**Organization:** **Department of Education** (*Finance & Budget Division)*

**Position:** **Admin & Accounts Officer**

**Period:** May 2006 – June 2006

**Duties:**

* Record claims into FF3 & FF4 register book.
* Examine claims for public servant for any queries.
* Compiling of financial statement for monthly report.
* Endorse vehicles and arrange travel for departmental heads.
* Reconciliation of daily cheques and cash.
* And any general administration duty runs.

***Skills***

**Computer:**

* Microsoft word for documentation and reporting.
* Microsoft excel for data entry and analysis.
* Pronto Xi accounting software.
* MYOB accounting software.
* Inventory (inbound & outbound) using Panatracker.
* DHL and TNT Tracking System.

***Referees:***

**National Operations Manager**

Mr. Andrew Maino

Post PNG Limited

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**Senior Logistics Coordinator**

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**Goods Inward Supervisor**

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