**Curriculum Vitae**

**Personal Details**

**Name:** Sherwood

**Surname:** Maraga

**Age**: 4**0**

**Gender**: Male

**Marital Status**: Married

**Current Status:** Unemployed

**Present Residential Address**: Ahioma Village, Alotau

**Education History**

**2006-2007-** Institute of Business Studies- Diploma in Business

**2002-2003-** Cameron Secondary School- Grade 11 & 12

**2000- 2001-** Holly Name High School- Grade 9 & 10

**1992-1999-** Alotau Primary School- Grade 1-8

**Employment** **History**

**2022-2023- Milne Bay Estates –**

Smallholders Administration Clark

* Mailing ,Filing & Clients
* Production Reports
* Timesheets
* Attend Meetings and take meeting minutes
* Audits
* Grievance Register
* Monthly Reports

**2011-2014-** **PNG Power Ltd-Alotau-**

 Customer Service Officer

* Provide direction and solutions to general enquiries
* Create, close and reactivate electricity accounts.
* Assisted in cashiering and banking

**2015-2016-** **Alotau International Hotel-**

Night Auditor

* Prepared a system generated daily financial report for Division Manager and the General Managers’ consideration
* Responsible for the entire hotel operation from 11pm-7am

**2016-2017- PNG Power Ltd**

Meter Reader

* Gather meter readings, calculate and issue bills
* Liaised with Head Quarters regarding transferring of closed accounts in arrears to current accounts
* Finalized consumer accounts in arrears

**Extracurricular Activities**

2008-2010- Volunteer work (International Bible Students Association

* Worked in the accounts payable and receivable Division
* Prepared overseas transactions for funds from Brooklyn (World HQ of Jehovah’s Witnesses) to support the work in PNG
* Prepared Kundupei transfer’s for Missionaries around PNG
* Banking

**Interests**

Travelling: Travelled most parts of Milne Bay waters and look forward to travelling to other parts of the province when I get the chance.

**Referees**

1. Paul Robert

Small Holders Manager

Milne Bay Estates

Mb#: 71000920

1. Bevan Elias

Field Administration Officer

Sime Darby (Milne Bay Estates)

Mb#: 74426013

1. Rebecca Lurupu

PNG Power Cooperate services

PNG Power Alotau

Phone #: 6411331