Tirzah Kindaro

 **Addresses**

Tirzah Kindaro

P.O. Box 3714

Lae,

Morobe Province

Ph: 73172381

Email: tkindaro@gmail.com

**Work Experience**

My Job is making sure payments invoices are posted, all invoice received, and payments are prepared before the deadline at the month end and I also have worked with Accounts Receivable team, Administration Team and Accountants making sure we meet the deadlines and present report to the management. Implement & maintain effective internal control & procedures for all APfunctions; Train new employees**,** assisting supervisor and scanning and filling documents.

**Education History**

Bachelor’s in Management (FLC) - Divine University -Madang - 2020

Diploma in Accounting - International Training Institute- Lae -2016

Diploma in Applied Science -National Polytechnic Institute -Lae -2014

Certificate in Business - International Training Institute- Lae 2012

Grade 12 Certificate -Passam National High School - Wewak-2010

Grade 10 Certificate - Busu Secondary School -Lae -2008

**Employment History**

Accounts Payable Officer

Mapai Transport Limited

2015 - current

**Duties**

* Posting of invoices
* Do Accounts reconciliation
* Petty Cash reimbursements
* Attend to supplier queries and negotiate solutions.
* Company banking
* Posting of payments
* Fillings
* General Ledgers Reconciliation
* Assisting Accounting with month End reports
* Bank reconciliations.
* Can do online Transaction using BSP and ANZ online banking system.
* Book FX rates and make payments.
* Proficient in MS Word and Excel
* Proficient in Cargowise and Xero Accounting Software.

Attend to other Administrative Duties

* Booking tickets
* Make appointments
* Request for Quote and produce Purchased Order for purchasing
* Step in for receptionist when the receptionist is unavailable at the front desk
* Making appointments for Managers.
* Customer Service

**Computing Skills**

* Microsoft word
* Microsoft excels

**Casual Employment**

**Morobe Show Society- 2 months -2014 & 2019**

* Role is assisting in organizing the show by registering stall, selling tickets and assisting anyone that require my assistance.

**JICA Feasibility Study -1month- 2013**

* Conduct survey at Nadzab Airport basically Data collection for the New Airport Terminal.

**Chemcare Group of Companies – 3 months-2012**

* working in Niugini Wholesale Drug warehouse as a picker where we pick the Goods and packed and label them according to picking slip for dispatch to other centers or customers.

**Referees**

**Financial Controller**

Mapai Transport Limited

Jacob Pangum

jacob.pangum@mapaigroup.com

Ph:72955623

**Accounts Payable Supervisor**

Mapai Transport Limited

Alaung Emun

alaung.emun@mapaigroup.com

Ph: 73457546

**Faculty of Business**

**Lecturer -Finance and Management Department**

Divine Word University

Mike Yandit

myandit@dwu.ac.pg

Ph: 424 1744 Ext:744

Mobile: 729 00613

**HR Officer**

Mapai Transport Limited

John Bogara

John.bogara@mapaigroup.com

Ph: 71947004