Reginald SAROA

C/-Nelson Saroa, PO Box 133, Gordons, NCD, PNG.

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**Summary**

An individual with 5 years practical part time and full time employment experience, with demonstrated history in aviation both practical and theory as a Pilot Cadet. I have had responsibilities mainly in administrative tasks, sales and marketing and logistics. Responsibilities such as marketing products and services on behalf of the company, keeping vehicle logs, creation of inventories, running admin errands, attending to clients’ queries, assisting admin staff, legal filing and service and printing, photocopying and scanning of documents. As far as my academic qualifications go I have completed grade 12 with satisfactory grades and obtained a recreational pilot license (RPL) in 2019 with exceptional grades academically and practically. I am very much interested to be a part of your good office to effectively contribute my skills and knowledge to ensure your organisational goals are met.

**Education**

* Gordons International School, NCD (Prep) 2005
* Boroko East International School, NCD (Grade 1) 2006
* Gordons International School, NCD (Grade 2) 2007
* Korobosea International School, NCD (Grade 3 to 6) 2008 – 2011
* Port Moresby International School, NCD (Grade 7 to 12) 2012 – 2017
* University of Papua New Guinea Open College (Intro to Economics) 2018
* Professional Pilot Training (Commercial Pilot License course) 2019 – Present
* University of Papua New Guinea Open College (Certificate 4 in Business Management Studies) 2021 - Present

**Qualifications**

* High School Certificate
* Recreational Pilot License
* Security Industries Authority License (Class B)
* Driver’s License (Class 1&3)

**Key Strengths**

* Computer literate ( Microsoft Word, XL, Publisher, etc)
* Good Communications skills both oral and written communication
* Able to work with others effectively
* Effective time management
* General understanding Sales & Marketing of principles and practices
* Always available to help and volunteer.
* Reliable, ability to work under pressure and meet deadlines.
* Attentive to detail
* Creating professional relationships
* Ability to work with less supervision

**Work Experience**

* Central Hire Cars – Driver (2017 to 2018)
* Inn Nuiailan Ltd – Sales & Marketing Representive ( February 2018 to October 2018)
* Nelson Lawyers – Para – legal Clerk/ Driver ( 2018 to 2021)
* Professional Pilot Training – Pilot Cadet (2019 to Present)
* Garrison Guards (PNG) Limited – Escort Personnel/Admin Support (2020 to 2021)

**Referees**

* Marie Karo

Office Manageress

Nelson Lawyers

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Papua New Guinea

Email: Mkaro134@gmail.com

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* Kevin Lakuna

General Manager

Garrison Guards (PNG) Limited

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* Tracey Passingham

Managing Director

Inn Nuiailan Ltd

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* Robert Loretan

Company Director

Professional Pilot Training

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