**Curriculum Vitae:**

***Ms Freedah Kalo***

**2018 – 2020 Present: Accounts Payable to Ifira Port & Development Services**

**Duties & Responsibilities:**

* Processing of Supplies Monthly Accounts
* Assemble invoices to be completed for payment
* Review and verity invoices and checking that related documents were attached, quotation & Mex PO approved by GM and items were collected and signed off.
* Charges Expenses to accounts and cost code by analyzing invoice/expense reports, recording items.
* Uploaded Invoices into MYOB
* Prepare and process transfers and payments for staff and Casual Labour.
* Keeping Track of Payments including Purchases orders, invoices & statements.
* Reconcile Accounts payable accounts against statements.
* Monitor Accounts to ensure payments are up to date
* Correspond to Suppliers and enquiries
* Process up coming urgent payment as advised by Finance Manager
* Raise Casual Labour payments
* Assist with other task as advised by the Finance Manager

**2015 – 2017: Project Administrator to the Lapetasi Multipurpose Wharf.**

**Duties & Responsibilities:**

* Manage the daily administration office, liaising regularly with the Project Manager and Constructions Manager in maintaining the administration task assigned and files are up to date. Assisting also with the Implementation of the Administration accounting system inline with the New Accounting system all over Fletcher Construction in the Pacific.
* Ensure that the Project admin office is well maintained in a professional way, well organized and clean & tidy.
* Check and update with Project Clinic Nurse of stock.
* Respond to and file incoming written, email correspondence as appropriate.
* Assist Officers in Auckland with our Site Monthly Headcounts as required.
* Liaise with the Managers and the Engineers in using the correct Cost codes when purchasing of goods from suppliers
* Once all LPO raised by the Engineers, making sure Suppliers provide invoices, Engineers to check and confirm items, all entered to the Master Accruals Spreadsheets
* Under the Supervision of the Project Manager and Construction Manager, do filing of Statement of Accounts, Contract Signed, Lease agreements and Utility Bills and Telephone Bills. Liaise with Telecom officer in signing of Contracts for new Officers for Phone & Post Paid Plans
* Assist with Fletcher Construction main Office with all Expenses and Advances payments
* Liaise with the Clearance Agent IPAC for clearance of goods for the Project
* Assist the Project Manager and the TOA Administration for all Expats Visa Applications, and Pro medical memberships for all Fletcher Construction staffs and laborers
* Receiving all invoices from Suppliers, attached with LPO copy and needs to enter to the Appropriate route in the Business Unit in JDE in Auckland Accounting system.
* With the assistance of the Admin Assistance, making sure all locals timesheets to approx. total of 400 laborers, submitted by the Supervisors, sorted under each Sub-contractors. Sub-contractors submitted their invoices, checked and approved by the Project Manager for payment.
* Organizing Labor Buses for Laborers.
* Getting all the Correspondence such as the NTMC (Notice to Main Contractor) Letters and Transmittals documents signed off, entered to the master correspondence spreadsheet then filed away.
* Updating the Expats Leave applications and emailed them to Auckland for Flight itineraries, advised the staff accordingly. Leave Board is updated.
* Distributions of Monthly Timesheets for the Expats Salaries, then approved by the Project Manager, then emailed them to Auckland.
* Managing the day to day the Project Petty Cash Money, making sure all expenses were approved and receipts were given to reconcile the Petty spreadsheet.
* Assist with all Staff/Expat Engineers in getting all their receipts for their Expenses and Medical and Overtime Claims to be approved for Reimbursement & Payments. Allowance are paid accordingly.
* Assisting with all Sub-Contractors in getting all Annual Leave and VNPF contributions and payments are paid.
* Organizing and Purchasing of Project Site Stationeries and ordering Stationeries from Officemax Auckland.
* Update and maintain Safety and First Aid Kit for the Project Site work stations and the Administration.
* Maintain Safety life jackets and safety equipments for Project site..
* Planning and Organizing of Project Social Activities, Site Quarterly BBQ’s, purchasing of Food and Drinks and Transport etc.
* Maintaining Daily Manpower list and send them to TOA Corporations for their records.
* .Update records of Project Fleets, and arrange for Vehicles Services when they are due.
* Assist with other task assigned by the Project and Constructions Managers, including the Project Engineers.

 **Property Assistant and Security Officer (Australian High Com, Port Vila) in 2007 - 2014.**

**Accountabilities:**

* Assist the Property Manager with the management of all aspects of the owned and leased Estate.
* Assist Property Manager in arranging and monitoring all Chancery and residential maintenance.
* Managing of routine Property Maintenance Task spreadsheet and actioning of maintenance issues as they arise as advised by the Property Manager
* Manage of Service providers for routine and projects maintenance as per approvals
* Obtained competitive quotes for approval as required for purchases
* Assist with monitoring Property expenditure
* Undertake appropriate procurement processes for purchases
* Responsible for Property administration and filing, including for ensuring that certified works were completed and were confirmed on tenant’s satisfaction. Then invoices and other documents were attached and submitted to the Accounts section/DTZ.
* Maintaining the register of duty free purchases
* Maintain inventories of furniture and fittings in all residential properties
* Manage maintenance contracts for the Chancery including through ensuring that services are being provided in accordance with contracts, staff are notified of maintenance visits and maintenance staff are escorted while in the Chancery Building
* Arrange access to properties for contractors
* Arrange and undertake Residential Inspections for new and departing A-based officers
* Maintain settling in kits and settling in kit inventories, manage the signing in and out of kits and the replacement of items as required.
* Maintain and control/management of the Chancery automatic gate remotes and vehicle diplomatic plates.
* Maintain and monitor Inventory of **a)** small and attractive items and **b**) official gifts.

**Administration:**

* Assist in organizing functions, meetings, Ministerial visits for venues and gathering.
* Provide assistance and supervision with the installation and movements of IT equipment as advised by the Chief Security Officer
* As advised, undertake general Administration duties as required
* **Provide support and assistance in the reception (telephone and customer services)**
* Answering the phone, take messages for staff
* Transferring of incoming phone calls
* Arrange appointments and follow up to confirm
* Receiving of visitors and directing them to officers in charge
* Assist Accounts Section in data entries
* Assist in scanning, photocopying, filing, organizing quotes as requested
* Property Section - Back Office operation – answering phone calls and assist with queries arise
* Responsible for maintaining/replacement of Office stationery stock
* Responsible for the Servicing of Office equipment such as photocopy machines, printers.

**Security:**

* Ensuring that Staff accommodations and the Chancery is adequately protected.
* Assist and managing of Service Contractors for all Post Security equipment’s eg: Back to Base Alarm systems, CCTV and Radios ensuring services are carried out as scheduled
* Ensure that residences are safe and that electronic gates, doors, windows and shutters are well maintained and working good.
* Update register of Keys and have spares in stock.

**Organizational Responsibilities:**

* OH&S is our priority for all our staff and their families and all staff according to policies and procedure

**Other:**

* Undertake driving duties as required (**valid driving license**)

 **Full Time Cleaner (June 2005-June 2007)**

* Managing cleaning of the Australian High Commission building area to be clean at all times
* Responsible for staff rubbish bins, kitchen, bathrooms and toilets bins are emptied every day.
* Responsible in keeping the kitchen and toilets are in good clean conditions.
* Responsible for Kitchen inventory stock for sugar, coffee, tea, milk etc…and that kitchen equipment are functioning properly
* Assistance with filing and some accounts duties delegated by the Accounts Manager
* Assist with Scanning of news from the Newspaper and send off to Canberra daily when the Media officer is away
* Reception Desk relief
* Assistance with the Property Section in organize maintenance and escort contractors when in the Chancery

**September 2004 –Oct 2005: The Ni-Vanuatu Newspaper**

**Sales Officer:**

* Advertising and Sales
* Distribution of the newspaper
* Money collection, data entries, reconcile statements of accounts, and doing banking
* Customer Service/receptionist
* Filing and Computer and data entries using Excel and Word for record keeping and correspondence
* Assisting the Journalist in the News room to type the news, assist with the layouts and scanning

**March 2002 – July 2002 Australian Family Assurance Port Vila**

**Administration Assistant:**

* Filing and Data Entry

**In 1996 – Le Meridian Resort & Casino**

* Receptionist and Cashier

**EDUCATION BACKGROUND:**

2018 - -Certificate in Financial Management & Accounting MYOB Level 1&2

2014 - Certificate in Business Management

2014 - Certificate in Vanuatu Tourism Ambassador

2013 - Certificate of Attendance – First Aid Course (refresh)

2011 - Certificate of Attendance – First Aid Course

2010 - Certificate of Attendance –ECF - Basic Special Package

2005 - Certificate of Achievement – Information Technology (MYOB)

2005 - Certificate of Achievement – Accounting

2002 - Certificate of Attendance – Young Entrepreneur’s Scheme Program (CCI)

2001 - Certificate of Continuing Education at the USP Vanuatu Centre

 -Excel level 1 – A

 -Word level 1 – A+

1995 - Secretarial and Typing School (1-year course)

1994 - Leaving Certificate from Onesua High School, Efate

**REFEREES**

Mark Abbott

Facilities Manager – Pacific Region

Facilities Management, DTZ

Canberra, ACT 2601

Wayne Gallagher

First Secretary (Administration) & Consul

Australian Embassy in Dili (Timor-Leste)

Email: wayne.gallagher@dfat.gov.au

Jacque Newton

Executive Officer

Department of Foreign Affairs & Trade

Canberra

Leitare Tanga

For -Peter Griffiths

General Manager

Australian Family Assurance

Port Vila

Contact: 27241

William Pakoa

Front Office Manager

Le Meridian Resort

Port Vila

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**Personal Details**

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