**Curriculum Vitae.**

MS FREEDAH RACHEL KALO

**Relevant career history**

* [Job Title]
* [Job Title]



[Telephone]

[Email]

[Website]

**2018 – 2022 Present: Accounts Payable Officer**, Ifira Ports Development Services

**2015 – 2018: Project Administrator**, Lapetasi Multipurpose Wharf Project. Port Vila, Vanuatu.

**2006 – 2014:** **Property Assistant Officer**, Australian High Commission, Port Vila

**2002:** **Office Assistance**, **AON** Risk Services, Port Vila, Vanuatu

**1995 – 1996: Receptionist/Cashier**,Le Meridien Resort & Casino, Port Vila Vanuatu

**OBJECTIVE**

A highly organized and hard-working individual looking for a responsible position to make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction & experience.

**Experience**

**2018 – 2022 Present**– **Ifira Ports Development Services**

**POSITION: Accounts Payable Officer**

**Duties & Responsibilities:**

* Receiving and entering of company invoices from suppliers to the company’s financial accounting system – MYOB.
* Reconciliation of Expenditures - Suppliers Monthly statements – Accounts were paid in time.
* Ensuring that before any payment is raised, All approved LPO (Local Purchase Order), quote and invoices is documented. Should there be any issue, supervisor was notified immediately.
* Manage and monitor suppliers accounts to ensure payments are up to date, resolving any disputes on invoices and correspond to suppliers queries.
* Purchases Reconciliation summary
* Assisting Revenue Clerk with Data entries and Banking.
* Prepare payment for non account suppliers such as Utilities, Phone Bills, Petty Cash etc.. and liaising with Supervisor for any urgent payment.
* Writing up Cheques, Issuing cheques and releasing cheques to suppliers in accordance with the company’s budget and payment policies.
* Prepare payment salaries and staff entitlements, IPDS BOD meeting & EOM allowance, & Casual wages for Stevedoring Casual labourers.
* Reconcile and process Petty Cash replenishment.
* Assist the Facilities Manager to procure – sub contractors to maintain the LICT building facilities, maintenance were carried out in accordance with the standard and that safety at workplace is paramount at all times.
* A member of IPDS Health & Safety committee.

**EXPERIENCE:**

**YEAR: 2015 - 2018**

Fletcher Construction - Lapetasi International Wharf - Vanuatu

**POSITION: Project Administrator.**

***Duties & Responsibilities:***

* Provides Administrative and Financial Support assistance to the Project Management Team using sound judgment, initiative, confidentiality and sensitively report directly to the Project Manager.
* Ensuring that the Project site office is well maintained, clean and organized.
* Respond to all Correspondence (TOA, Japan) such as NTMC, Letters and Transmittals documents were signed off and filed respectively.
* Organized Project engineers phones with prepaid sim from TVL ensuring that accounts were paid accordingly.
* Liaise with Project Manager & Engineers of using correct cost codes, purchase orders approved and issued to suppliers before good are collected. Keeping a good record of Project related purchases and expenses.
* Responsible of the Project site office Petty Cash, staff advance and other expense were approved, reconcile receipts for replenish.
* Receiving of invoices from suppliers, uploaded in **JDE** (Auckland Accounting system Business unit), reconciling of suppliers statements.
* Organizing of Expat staff monthly timesheets, approved by Project Manager, scan and email to main office in Auckland.
* Responsible for organizing local Sub-contractors, labourers timesheets wages, ensure that Contractors using approved rates, process staff payroll and that wages/salaries were paid on time. Should any issue arises, bring/advise supervisor and dealt with immediately.
* Organized with VNPF & sub-contractors to register employees with VNPF that monthly contributions must be paid accordingly.
* Maintain site office stationary stock, re-order new stationery from Office-Max Auckland, and local should we need them.
* Update site First Aid Safety Kit in each sections.
* Responsible in organizing quarterly (3 month) Site BBQ that Budgeted for Vt300,000. Receipts provided and reconciled.
* Maintain Site Service Contracts, for any maintenance be checked and approved, site office inventories, office furniture and equipment.
* Update Project Fleet (spare keys), and organize for inspections for road worthiness, renewals do report for repairs.
* Responsible for Safety at the site office, locks, doors, windows, fire extinguishers checked and tagged including security lightings.
* Organized and prepare meeting room and refreshment for Management Site Office meeting.
* During holidays, making sure that the Site office, Fleets and residence were checked/visited for safety.
* Provide assistance willingly when needed.

**Experience**

**YEAR: 2006 - 2014**

Australian High Commission – Port Vila, Vanuatu

**Assistant Property Manager**

**Accountabilities:**

* Assist the Property/Facilities Manager with the management of all aspects of the owned and leased Estate of the AHC.
* Assist in arranging and monitoring all Chancery and residential maintenance, maintaining the Property Section filing of all Leased contracts, maintenance, major job and other property documents.
* Managing and overseeing of routine property maintenance task spreadsheet and Service providers, actioning of maintenance request as advised by the Property Manager and ensuring that certified worked were completed to AHC satisfaction.
* Obtained competitive quotes for approval as required for purchases and administering of facilities budget and keeping all expenses records and filing.
* Maintaining the register of duty free purchases
* Maintain the register of all inventories of furniture, Assets and fittings in all residential properties and the Chancery and the Cyclone and Emergency Kit.
* Manage and Supervised maintenance at the Chancery including through ensuring that services are being provided in accordance with contracts, staff were notified of maintenance visits and they were escorted throughout.
* Arrange & supervised with Contractors for any maintenance work at the residences, tenant (A-based Officers) are being notified to arrange for access.
* Arrange and Undertake Residential Inspections for new and departing A-Based Officers, discussed plans and make any recommendation of new facility expansion if needed.
* Maintaining the Settling In/Out Kit inventories and for any replacement of items as required.
* Maintain and control of the Chancery automatic gate remotes, Dip vehicle reg plate, and organize for regular inspections.
* Ensure that drivers maintained cleaning to the HOM & Office vehicles including the M-sheet, and reports for any repairs if needed.
* Maintained and monitor Inventory of a) Small and Attractive items, (b) Official gifts
* Supervised Office/Residential cleaners & gardeners to ensure the chancery and residences are cleaned, lawn mowed and tidy.
* Ensure that the Security Alarm system in the chancery and the residence, tested, checked and working in good condition at all times.
* Assisting the FM, in maintaining Security & Safety as priority to all our A-Based officers, the HOM and their families at all times.
* Ensuring that the waste/rubbish are maintained and dump to proper disposal sites weekly
* Actioned for any urgent maintenance as approved and requested.

**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 in a professional manner, building a good teamwork with good leadership and quality focused.
* Provide assistance support and do reception duties and attend to customer quieries. (answering the phone, transferring calls, arrange for appointments, escort and direct visitors to officers incharge and assist the Accounts in data entries.)
* Responsible for maintaining AHC stationery and of replacement of new stock.
* Responsible for the maintenance of office admin equipment such as the photocopy machines, printers, laminators and binding machines.

**Security:**

* Ensuring that Staff accommodations and the Chancery is adequately protected.
* Communicate with all staff to ensure the effective implementation preparedness protocols to the HOM and A-Based officers pertaining to building and security during times of emergency.
* Managing Service Contractors for all Post Security equipment, eg. Back to Base Alarm systems, CCTV and Radio’s ensure Services are carried out as scheduled.
* Ensure that residences are safe and that electronic gates, doors, windows and shutters, Fencing are well maintained and in good condition.

**Organizational Responsibilities:**

* OH& S is our priority for all our staff and their families according to policies and procedure.
* Reviewed and develop Workplace safety guideline and precautions to all AHC employees.

**Others:**

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

**Experience**

**Year: 2002**

AON Risk Services, Port Vila, Vanuatu

**Administration Assistant**

* Mainly to assist with Data Entries using Excel
* Assist with Reception duties
* Doing Office Filing
* Doing Postage
* Doing Banking
* Assist with other Administration duties as required

**Experience**

**YEAR: 1995 - 1996**

Le Meridien Resort & Casino

**Receptionist/Cashier**

* **Front Office:**
* Arrival Preparations
* Check In/Out Guest
* Balancing & Doing Shift Close Audits
* Handling & Following Up of Guest Request
* Answering Internal & External Calls by using the STD phrase
* **Reservations:**
* Taking of Room reservations through the Telephone
* Input Room Reservations into the Hotel PMS System (Lanmark)
* Understanding of Rates & Room Availability
* Updating new Arrivals details in the Hotel PMS system
* Check on next day’s arrivals
* Filing of Room Reservations Correspondence

**Education**

**Education Background:**

* 2021 – Undertaking **Certificate IV in Accounting- at USP**
* 2018 – Statement of Completion Course in Business Finance & Accounts
* 2017 - Certificate in MYOB Accounting Course
* 2014 - Certificate in Business Management
* 2014 - Certificate in Vanuatu Tourism Ambassador
* 2013 - Certificate of Attendance – First Aid Couse
* 2010 - Certificate of Attendance – ECF
* 2005 - Certificate of Achievement – Information Technology (MYOB\_
* 2005 - Certificate of Achievement – Accounting
* 2002 - Certificate of Attendance – Young Entrepreneur’s Scheme Program
* 2001 - Certification of Continuing Education at USP
* 1995 - Secretarial & Typing School – Elementary & Intermediate Level
* 1994 - Secondary Year 10 Leaving Certificate at Onesua High School
* **WORK - References**

Jacklyn Ishmael

Finance Manager

Ifira Ports Development Services

Port Vila

Chris Seath

Project Manager Fletcher Constrution

Lapetasi Multipurpose Wharf Project

Port Vila, Vanuatu

MARK ABBOTT

FACILITIES MANAGER – PACIFIC REGION

FACILITIES MANAGEMENT, DTZ

CANBERRA, ACT 2601

WAYNE GALLAGHER

FIRST SECRETARY (ADMINISTRATION) & cONSUL

AUSTRALIAN EMBASSY IN DILI (TIMOR-LESTE)

JACQUE NEWTON

EXECUTIVE OFFICER

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

CANBERRA, AUSTRALIA

LEITARE TANGA

FOR – PETER GRIFFITHS

GENERAL MANAGER

AUSTRALIAN FAMILY ASSURANCE

PORT VILA, VANUATU

WILLIAM PAKOA

FRONT OFFICE MANAGER

LE MERIDIEN RESORT & CASINO

PORT VILA, VANUATU

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