

ABOUT ME

Dynamic and detail-oriented professional with a proven track record in staff rostering/scheduling and data entry, adept at enhancing operational efficiency. Known for strong organizational skills and the ability to manage competing priorities effectively, I have experience leveraging scheduling software to optimize manpower allocation and ensure seamless operations.

SKILLS

DATABASE MANAGEMENT

DOCUMENT PROCESSING

MICROSOFT OFFICE SUITE

FILE ORGANIZATION

OFFICE ADMINISTRATION

DATA VERIFICATION

RECORD KEEPING

DATA ENTRY

CUSTOMER SERVICE

HOBBIES

TRAVEL, COOKING, READING

REFERENCES

JANICE. DINGLE

T: +675 72875661/ 76593844

TREVOR - NAMONA

T: +675 78543382/ 71528349

JOHN - KANJIP

T: +675 79055686

FINE B. NIMIGORA

T: +675 76882674

E: nimigorafinebullet@gmail.com

MORRISON KIMSON

📍 Port Moresby, Port Moresby, 6663

☎ +67579288884

✉ morrisonkimson@gmail.com

WORK EXPERIENCE

G4S

Port Moresby
Mar 2023-Present

Data Entry Officer

- Capture data/hours for all the staff
- Respond/deal with the pay quarry for the employees
- Negotiate with the client/customers through email or phone calls
- Communicate with the managers internally to solve problems that arise
- Assist with the billing team to billed the client/customers correctly
- Contact team meeting
- Printing of posting sheets
- Sending out daily reports

G4S

Port Moresby
Feb 2024-Present

Roster/Scheduling Officer

- Roster all the staff
- Do set-up for nem members coming in and going out of the company
- Roster/schedule staff who apply for annual leave
- Amend/edit rosterwhen needed
- Create roster for new site/location
- Roster all staff correspond to the company policies
- printing and distributing the roster to the staff
- Communicate changes for staff availability to all managers
- Preparing, distributing daily staff movement
- Sending out daily report

EDUCATION

PORT MORESBY BUSINESS COLLEGE

Port Moresby
2022

High school diploma

- Diploma in Human Resource Management
- Certificate in Human Resource Management
- Certificate of PNGHRI
- Certificate of Professionally conduct SYMPOSIUM

WAIGANI CHRISTIAN COLLEGE

Port Moresby
2020

Higher National Certificate

- Year 12 Cerfcate
- Cerfcate of Business Studies
- Cerfcate of Basic ICT



Morrison Kimson

Code: 508193

Duty Roster Assistant

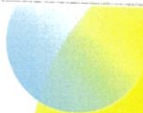
MSS Operations



An Allied Universal® Company



nasfund



Morrison Kimson

Membership No.	9851176
Product No.	E28048
Member Since	20/03/2023



IMPORTANT: This card is issued to protect your savings | **DO NOT LOSE**



Port Moresby Business College

The Council of the Port Moresby Business College,
on the nomination of the Academic Board, confers upon

Kimson Morrison

who has completed the prescribed requirement, the award of

DIPLOMA

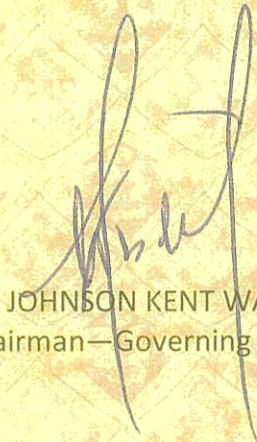
in

Business Studies (HRM)

together with all rights, privileges and honours guaranteed by the
Higher Education (General Provisions) Act, the By-Laws and
the Academic Policies of the College.

The Common Seal and the signatures of the Governing Council
Chairperson and the Principal of the College are affixed to this,

on this 1st day of December 2022
at Port Moresby, Papua New Guinea.



JOHNSON KENT WANI
Chairman—Governing Council

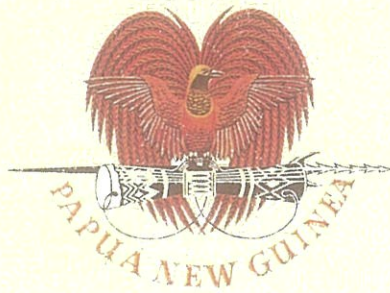


CARMELA MOKULABETA
Principal



Serial Number: PBC22-00269

Reg Number: PBC2021-5477



DEPARTMENT OF EDUCATION

This is to certify that

MORRISON KIMSON

has successfully completed the

CERTIFICATE

in

HUMAN RESOURCE MANAGEMENT

at

PORT MORESBY BUSINESS COLLEGE

In testimony therefore, we affix our signatures under the common seal of the
Department of Education

this **FIRST** day of **DECEMBER** year **2021**

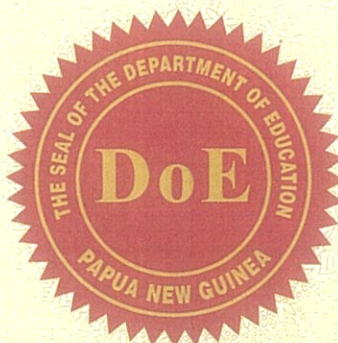
Principal



Secretary for Education

C21 11 24 042

Certificate Number



C - 0000270

Serial Number



DEPARTMENT OF HIGHER EDUCATION, RESEARCH, SCIENCE & TECHNOLOGY
PORT MORESBY BUSINESS COLLEGE



CERTIFICATE OF APPRECIATION

Presented to

KIMSON MORRISON

For Professional conduct & commitment as a support student in organizing the

SYMPOSIUM

THEME: UNDERSTANDING EMPLOYER'S RECRUITMENT AND SELECTION

18th October 2023, John Lasisi August Hall


MR. EFREN JEBULAN
Lecturer


MRS. DORIS OROSCO
HOD- Economics


MRS. CARMELA MOKULABETA
College Principal



**Papua New Guinea
Human Resources
Institute**

Our Mission:

- To promote sustainable and integrated human development in the country and ensure every citizen reach their full potential.
- To ensure that Human Resources practitioners add significant value to their employers' success and productivity.
- To exert authority and influence on all matters concerning human resource management in Papua New Guinea.
- To assist in determining the most appropriate policy direction for sustainable human development and management in Papua New Guinea.

Our Vision:

- To be respected as the authority and voice on all matters concerning human resource management in Papua New Guinea;
- To be in position by law to determine the policy direction of the government for sustainable human development and management in Papua New Guinea

Council Members:

- President - Jerry Wemin
- V/President - Raymond John
- Secretary - John Maino
- Treasurer - Neimani Kilembe
 - Melissa Gorogo
 - Ray Baloioloi
 - Luke Ambu
 - Gayl Iramu
 - Meckles Poya

Postal Address:

Post Office Box 2035,
Port Moresby 121, NCD, PNG

Street Address:

Sec 56 Lot 10 IEPNG Haus,
Mabi Street, Spring Garden Road
Gordons Industrial Area

Phone: (675) 323 5022

Fax: (675) 323 5344

Web: www.pnghri.org.pg

Papua New Guinea Human Resource Institute

*May it be known that in accordance with the
Constitution of the Institute, the status of*

Student Member

was conferred on

Morrison Kimson

*And this certificate bears testimony that all the
requirements of the status of the profession have been
satisfied. This award is valid for the period ending
31st December, 2022*

Witness our hands at Port Moresby

Membership No.

SM2022108

Issued on

Friday 13th May

2022

J. Wemin
.....
Jerry Wemin
PRESIDENT



John Maino
.....
John Maino
SECRETARY



DEPARTMENT OF HIGHER EDUCATION RESEARCH, SCIENCE & TECHNOLOGY
PORT MORESBY BUSINESS COLLEGE
TRANSCRIPT OF RESULTS

Name	KIMSON Morrison	Sponsor	FT
Address		Address	
Town/Province		Town/Province	
Telephone		Telephone	
Certificate Number	D22 11 24 042	Fax	
Course Start Date	10-Feb-21	Course End Date	11-Nov-22

Course: DIPLOMA IN BUSINESS STUDIES - HRM

Report Date 29-Nov-22

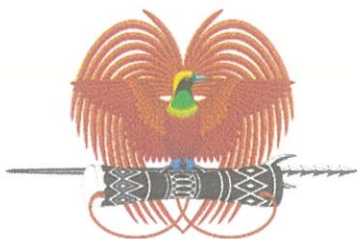
YEAR ONE SUBJECTS	SEMESTER ONE			SEMESTER TWO		
	FINAL RESULTS	FINAL GRADE	FINAL RANK	FINAL RESULTS	FINAL GRADE	FINAL RANK
1 Accounting 1	77	B	5			
2 Business English and Communication 1	64	D	20			
3 Business Mathematics	50	E	31			
4 Principles of Management	65	C	22			
5 Computer and Information Systems 1	63	D	24			
6 HRM1				76	B	13
7 Principles of Marketing				76	B	10
8 Personal Finance				76	B	13
9 Business Statistics				52	E	27
10 CIS1				66	C	21
GPA 1.400			GPA 2.200			

YEAR TWO SUBJECTS	SEMESTER ONE			SEMESTER TWO		
	FINAL RESULTS	FINAL GRADE	FINAL RANK	FINAL RESULTS	FINAL GRADE	FINAL RANK
1 Human Resource Management 2	70	C	22			
2 Strategic Management 1	79	B	5			
3 Negotiation and Conflict Resolution	75	B	17			
4 Principles of Economics	80	B	10			
5 Compensation Management	69	C	20			
6 PERFORMANCE MANAGEMENT				76	B	12
7 STRATEGIC HRM				83	B	3
8 RECRUITMENT, SELECTION AND PLACEMENT				78	B	18
9 LABOUR AND EMPLOYMENT RELATIONS				72	C	22
10 HUMAN RESOURCE LAW IN PNG				68	C	22
GPA 2.600			GPA 2.600			

AAC COMMENTS		AWARD DIPLOMA				Overall GPA	Attendance days out of
A	B	C	D	E	F	2.200	
85% to 100%	75% to 84%	65% to 74%	55% to 64%	50% to 54%	0% to 49%	Note: A score of less than 60% in the National Examination means failure in the Subject irrespective of the Student's overall final score	
Higher Distinction	Distinction	Credit	Upper Pass	Pass	Fail		

Diligence	Poor / Fair / Good / Very Good	Behavior	Poor / Fair / Good / Very Good	Progress	Poor / Fair / Good / Very Good
	Excellent		Excellent		Excellent

Head of Department	Principal	AAC Chairman
Signature <i>[Signature]</i>	Signature <i>[Signature]</i>	Signature <i>[Signature]</i>



DEPARTMENT OF HIGHER EDUCATION, RESEARCH, SCIENCE & TECHNOLOGY
PORT MORESBY BUSINESS COLLEGE

P.O. Box 5675,
Boroko, NCD

Telephone: 325 2233
Fax: 323 4094

Principal: 325 3792
Dep. Prin.: 325 2356

TO WHOM IT MAY CONCERN

This certifies that **MR. MORRISON KIMSON** is a bona fide full time Diploma in **Business Studies Human Resource Management** student of this college.

Morrison is a hardworking and self-motivated student who is always keen to learn. He is honest and reliable and can efficiently do whatever tasks assigned to him.

With the knowledge that Morrison has gained from the theory and practical lessons from this course he has taken for the past two years, I am confident that he is able to carry out any office task particularly in the Human Resource Management field and other related jobs / tasks and responsibilities assigned to him.

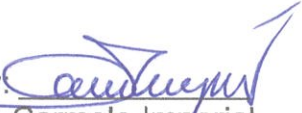
I therefore have no hesitation of recommending Morrison for a possible employment in your organization should any vacancy arises or to further his studies.

If you need further information, please do not hesitate to email me at dorisorosco45@gmail.com or call me on my number 78294439 or the above address.

Yours sincerely,




Mrs. Doris M. Orosco
HOD-in Charge Economics Department

Sighted by: 
Mr. Carmelo Imperial
Deputy principal - Academic



DEPARTMENT OF EDUCATION
**UPPER SECONDARY SCHOOL
CERTIFICATE**

THIS IS TO CERTIFY THAT
MORRISON KIMSON

WHILE A STUDENT ATTENDING
WAIGANI CHRISTIAN COLLEGE

SCHOOL

SERIAL No.: 2020-G12-02025

IN 2020

satisfied all the requirements of the Department of Education over a two year upper secondary course and has been awarded an Upper Secondary School Certificate, gaining the following results:

SUBJECT

RESULT

Language & Literature

C (*Satisfactory Achievement*)

General Mathematics

C (*Satisfactory Achievement*)

Economics

C (*Satisfactory Achievement*)

Business Studies

C (*Satisfactory Achievement*)

Accounting

C (*Satisfactory Achievement*)

Secretary for Education

Date **7 December, 2020**

Principal

Certificate Number

Certificate Holder

2069605170

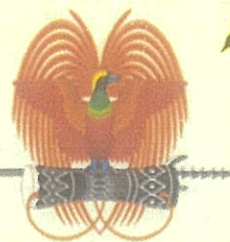


This certificate is issued WITHOUT ALTERATION under the authority of the Secretary for Education. It is printed in black, with a brown design and an embossed seal. Explanatory notes are given on the reverse side.



WAIGANI CHRISTIAN COLLEGE

"Train up a child in a way he should go and when he is old he shall not depart from it". (Proverbs 22:6)



Certificate of Academic Award

This Certificate Recognises

MORRISON KIMSON

*For Having Successfully Completed Grade 12 at
Waigani Christian College and
Awarded an Academic Merit for Excellence in the 2020
Academic Year and been ranked as follows:*

- 3rd in Business Studies

Dated this 20th day of November, 2020

Mr. Abakure Kaupa

Principal

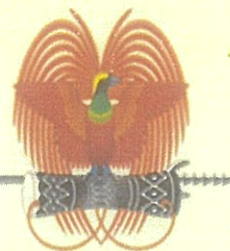
Mr. Benjamin Mul

Founder / Director



WAGIANI CHRISTIAN COLLEGE

"Train up a child in a way he should go and when he is old he shall not depart from it". (Proverbs 22:6)



Certificate of Computing

(Grade 12 - Upper Secondary)

This Certificate is awarded to

KIMSON Morrison

*For Having Successfully Completed all the basic
Requirements of Certificate in Computing,
Acquiring skills in*

- Microsoft Office Application
- Information Communication System
- Introduction To Database (Ms Access)
- Basics In Computer & Networking
- Web Development
- Internet & Emails

Dated this 20th Day of November, 2020

Mr. Issac Jerry

Teacher

Mr. Abakure Kaupa

Principal

Mr. Benjamin Mul

Director

#286

NCDPHA
MNW

COVID-19 Vaccination Record Card

Please keep this record about vaccines you have received.

KIMSON

MORRISON

Last Name

First Name

PLACE OF VACCINATION Dose 1 GERETU HOSP Dose 2 X

Date of return for 2nd dose STAT

TYPE OF VACCINE	DATE	NAME OF VACCINE MANUFACTURER	LOT#	Healthcare Professional signature / stamp
1st Dose of COVID-19 J&J	01-12-22	JANSSEN BIO-TECH USA	211421A	11.05 pm 
2nd Dose of COVID-19				