



# Melchizedek Zairere

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## PROFILE

I'm a Data Analyst and AI Enthusiast with hands-on coding experience in HTML, CSS, and JavaScript. I leverage artificial intelligence to solve modern challenges, streamline processes, and drive innovation across digital platforms.

## KEY SKILLS

- Html
- Javascript
- Cybersecurity Fundamentals
- System Implementation
- Computer Networking
- Window Server administration
- Hardware/Software Troubleshooting
- Database Management
- Cloud Computing
- Cascading Style sheet
- Responsive Design
- Visual Basic
- Vlook up/Xlook up
- Web Scraping
- Communication
- Problem Solving
- Time Management
- Negotiation
- Critical Thinking
- Attention to detail
- Teamwork
- Database Management
- Pronto ERP Expertise
- Data analysis
- Collaboration
- Customer database

## ACHIEVEMENT

- Currently exploring the integration of AI-driven solutions to further enhance efficiency and decision-making in reporting workflows.
- Developed and implemented a customer database system at Post PNG, resulting in a 30% improvement in service efficiency. This enhancement contributed to a significant revenue increase, with Postal Letter Box revenue rising from PGK 3 million in 2023 to PGK 4.1 million in 2024.
- Key Tracking Initiative, Led the investigation of untracked postal letter keys valued at millions of kinas and designed a comprehensive database in Excel to enhance key tracking and accountability at Post PNG.

- Negotiated favorable procurement contracts as Buyer's Assistant, saving 20% on key vendor deals for Brian Bell Home Centre.
- Contributed to the success of Bialla Suaras Rugby Union Team as Team Secretary, leading to multiple championships.

## EDUCATION HISTORY

- Diploma in Business Cyber-security, Datec Learning Centers, 2023 (semester 1)
- Diploma Certificate in Business Computing, Kokopo Business College, 2016-2017
- Diploma in Information Technology, International Training Institute, 2012-2013
- Upper Secondary Certificate, Lae, 2010-2011
- Lower Secondary Certificate, Bialla High School, 2008-2009

## ADDITIONAL TRAINING

- Effective Leadership, HP Life 2024
- Data Science & Analytics, HP Life 2024
- Introduction to Cybersecurity Awareness, HP Life 2024
- Introduction to Digital Business Skills, HP Life 2024
- IT for Business Success, HP Life 2024
- Risk Management Fundamentals for Everyone, PROTECHT 2024
- Cybersecurity Awareness Training, Knowb4 2024
- Microsoft excel level 1 training, NP ICT Consultancy Services, 2023
- MYOB Account Right Advanced Training, Lhands Consulting 2022
- Personal and Security Training, Esselars Security Ltd 2019

## EMPLOYMENT HISTORY

**1. Data Analyst** - Capital Insurance Group Head Office, Waiagani Port Moresby, July 2024 - Present.

### Duties include:

- Data Visualization
- Data Cleaning
- Adaptability
- Database Management
- Data Integrity
- Data Security
- Data analysis
- Data Mining
- Data Collation
- Reporting
- Collaboration
- Trend Analysis
- Ethical Standards
- Risk Profile Assessment
- Forecasting

**2. PLB Officer** - POST PNG Head Office, Konedobu Port Moresby, Oct 2022 - July 2024.

### Duties include:

- Customer service.
- Reporting.
- Sales Support
- Sale Analysis
- Compliance.
- Purchase Order
- Documentation
- Adaptability
- Database Management
- Data Integrity
- Data Security
- Data analysis
- Ethical Standards
- Collaboration
- Procurement
- Inventory
- Replenishment

**3. Buyer's Assistant - Brian Bell Home Centre, Boroko, Jan 2021 - Sep 2022.**

**Duties include:**

- Vendor communication.
- Purchase Orders
- Inventory Management.
- Order tracking
- Price negotiation.
- Supplier performance evaluation.
- Assisting Buyers.
- Vendor Compliance.
- Documentation.
- Supplier sourcing.
- Market research
- Communication
- Compliance and regulations.
- Continuous Learning.

**4. Insurance Sales Agent- Bima Insurance (MilvikPNG), Kokopo, Jun 2018 - Oct 2018.**

**Duties include:**

- Accessing client insurance needs of the client. Conduct interviews, survey or assessment
- Provide information to clients - insurance policies, coverage options and insurance
- Quoting and Pricing.
- Selling Insurance.
- Maintain client relationship
- Claim assistance.
- Achieving sales target.
- Compliance and record keeping.

**5. Client Service Officer (Part-Time) -NASFUND, Bialla, Dec 2017 - Jan 2018.**

**Duties include:**

- Client support
- Understanding client needs.

- Problem resolution
- Providing information.
- Processing request
- Maintaining records.
- Client relationship management
- Feedback collection.
- Compliance.
- Escalation handling
- Client retention.
- Continuous learning and improvement.

## **VOLUNTTERING**

Team Secretary - Bialla Suaras Rugby Union Team, Jan 2021 - Present.

### **Duties include:**

- Perform administrative tasks
- Coordinate club meetings
- Manage team communications

## **HOBBIES AND INTERESTS**

- Learning new things
- Travelling
- Socializing
- Coding

## **REFERENCES**

### **Udu Vai**

**Liberty Insurance – Chief Operating Officer**

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### **Aisha Bole**

**Capital Insurance Group – Senior Financial Accountant**

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### **Isaac Abo**

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