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# Paul Jones

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## I. T. BUSINESS CONSULTANT

Over seven years specialized Consultancy and Project Management experience (Mincom, Lattice and MIMS / Ellipse), I.T. and I.S., product and service. Implementing MIMS as the strategic business tool on complex business change programmes / projects for numerous global / international companies. Also benefiting from a Financial HR and Systems background. Now looking to continue making a significant contribution within a similar Consultancy / Business Analyst position in the UK.

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## AREAS OF EXPERTISE

- Business analysis
- Market research and analysis
- Project management
- Pre-project workshops
- Minicom helpdesk
- First class consultancy
- Asset management
- Identifying data processes
- Staff training / development
- Documentation development
- Migration
- Presentations
- Health and Safety systems
- Solution / data design
- Security
- HR systems
- Financial systems
- Quality Assurance

## PROFESSIONAL DEVELOPMENT

<b>Bachelor</b>	Of Economy Accounting (Tarumanagara University, Indonesia)	1989- 93
<b>Project Management</b>	Professional Certification (Project Management Institute, USA).	2002 - 03

## COMPUTER SKILLS

MIMS OE & Ellipse (ERP), MIMSVu/CorVu (Online Analytical/Reporting Tool), Lattice (Human Resource and Payroll software), MS Office package: (Word, Excel, Project and Power Point).

## CLIENT LIST

Lihir Management Company (Rio Tinto Group), BP, Dectra/Royal Malaysian Navy, Coca Cola Indonesia, Rio Tinto Indonesia, Newmont Gold Mining, Mobil Oil, Mincom Pty. Ltd, Kaltim Prima Coal, YPF - Maxus, Berau Coal, Indonesia Power, VICO Indonesia, Antam Tbk, Timah Tbk, Pamapersada Nusantara.

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### SPECIALIST CONSULTANT (MIMS)

2003 - Present

Write Company A Here

Pentek Pty.Ltd, Australia, (2002-03)

Analyzing and translating business requirements into business design and technical design specifications producing accurate and readable documentation; designing and conducting training programs. Working on MIMS 4.3.1.2, Ellipse 5.x and CorVu 4.2 projects. Implementing MIMS business systems and converting data between MIMS and other systems, e.g. Oracle Finance and Lattice.

- Implemented the MIMS Establishment Module that utilized the authorisation process for a range of business transactions.
  - Coordinated requirements between the client and MIMS specialist consultant.
  - Identified, developed and documented new business processes, data and user migration requirements.
  - Investigated data sources, developed and agreed implementation strategy with client representatives.
  - Developed project plans based on a client status to ensure most efficient and effective use of time and resources during MIMS projects.
  - Implemented MIMS Payroll module that migrated the current payroll system (Lattice) into MIMS Payroll.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### SOLUTION ARCHITECT / PRINCIPAL CONSULTANT (MIMS)

1995 - 03

Write Company B Here

- Implemented of Health, Safety & Environment and Claim Management modules.
- Led the implementation of the MIMS Human Resource Information and Financial Systems.
- Prepared bid analysis and business process clarification for recommendations on a MIMS customer system requirements.
- Implemented Manager of Human Resources advanced modules for Pamapersada Nusantara, Indonesia.
- Wrote solution designs and proposals for new prospect clients and upgrade project on HR system.
- Project Managed HR/Payroll module implementation for VICO Indonesia.
- Analyzed requirements and provided solution designs, set configurations, developed training manuals, executed "train the trainers" sessions, performed complex parallel testing and ensured documentation was completed.
- Designed RFP's and proposals.
- On site Team Leader of MIMS upgrade project for Newmont Minahasa Raya and Newmont Nusa Tenggara.
- Developed reports for Human Resources & Payroll Department using CorVu (Online Analytical Program) for Kaltim Prima Coal.
- Project Led the Lattice Y2K Upgrade Project at MAXUS SES, Newmont Nusa Tenggara, Newmont Minahasa Raya.
- Implemented MIMS Time and Attendance module as part of changes in the Collective Labour Agreement at Newmont Nusa Tenggara.
- As a member of project management team, upgraded Year 2000 compliance at INCO, Soroako.
- As a member of project management team, implemented Lattice Payroll and Core Personnel at Berau Coal, Rio Tinto Indonesia.
- Performed configuration setting and conducted parallel testing.
- Implemented HR and Payroll module for Berau Coal, Newmont Minahasa Raya, Core Personnel, Basic Payroll and Quick Query Training for Berau Coal, East Kalimantan, Indonesia.
- Developed training manuals and executed of training and parallel testing.

#### Early Career Summary:

**Assistant Accounting Manager**, Multisentra Makna Mandiri (1995 - 96)

**Internal Auditor**, Japfa Comfeed as (1994 - 95)

**Accounting Staff**, Tasindo Tassa Industries (1993 - 94)

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#### Personal:

**Marital Status:** Married.  
**Interests / pastimes:** Keep fit, music, theatre.  
**Driving licence:** International.