

## **COMPETENCES**

Write clearly in a style suited to purpose and with the needs of the reader in mind; good organisation of information making it easy to use and proven organisational skills. Translate from English to French and vice versa. Trustworthy and confidential. Use fax machine, scanner, operate phone calls, internet communication and research...

## **EDUCATION**

- 2004-2007: Siantou Higher Institute, Yaounde: *BTS Comptabilité et Gestion des Entreprises*.
- 2003-2004: Collège Polyvalent Bilingue Martin Luther King, Bafoussam: *BACC G2*.

## **WORK EXPERIENCE**

- September 2016-Current; *Sales Support*, Gima-Bambot Healthcare, Douala.
  - Respond to phone calls both in English and French, filing, spelling and French Grammar, handling incoming and outgoing mails both in English and French, assist in planning events both in English and French, renew financial documents and update contact information for clients both in English and French.
- September 2013-March 2016 (**30 months**): *Accountant*, Harmony Shopping Center, Yaounde
  - Monthly inventory of stocks; monthly declaration of taxes; renewal and registry of rental agreement and other fiscal documents at the tax office. The documents were in English and French;
  - Held book-keeping, balance sheet and the income statement at the end of the fiscal year.
- June-December 2011 (**7 months**): *Translator English to French*, SODIREC SARL, Yaounde;
  - Translated incoming and outgoing e-mails from English to French and vice versa.
- December 2009-May 2011; December 2012-May 2013 (**24 months**), *Interviewer*: AC Nielsen Cameroun, Yaounde;
  - Would meet people with questionnaires and interview them and get their viewpoint on a specific product using both English and French languages.
- *December 2007-May 2009 (18 months), Student Counselor*: Alpha Study Group International Study Abroad Advisory, Yaounde;
  - Advised students on how to fill their visa application forms and book appointment for them at the embassy; handled customers complaints using both English and French languages;
  - Processed incoming and outgoing calls; couriers and e-mails; dealt with school representatives on the acceptance and refusal of offers by students using both English and French languages.

## **TRAINING**

- July-August 2005: *Probationer*, Bonn Group Company LTD, Yaounde, Checked materials and equipment, delivered them and recovered debts, filled vouchers. Typing including my end of training report
- June 2005 : **Probationer**, Cameroon Savings and loan Fund, Yaounde,

## **SOFTWARES AND CAT TOOLS**

Pack MICROSOFT OFFICE (Word, Excel, PowerPoint, Outlook); CorelDraw11  
Wordfast, Smartcat

## **ADDITIONAL INFORMATION**

I have a *driving licence Cat B*; skills in construction. I am interested in language learning, culture sharing, reading, working-out, travelling, music (selective), sports etc.