**CURRICULUM VITAE**



 **NJIYAM**

**Njiyam.245532@2freemail.com**

**ADMINISTRATOR**

Talented Administrator with diverse experience in effective communication, organization, planning and implementation, goal oriented enthusiastic individual with the ability to handle multiple task. I have come to the full understanding that the success of every organization is based on the administration, which is why I have always diligently carried out all my administrative responsibilities till its best finishing end.

I have a Bachelor’s degree in Education (Curriculum Studies and Teaching /Biology), and a diploma in Secretariat duties. With my knowledge in secretariat duties, I have worked at the Emmanuel’s Documentation center Molyko Buea, P&Y Business center Molyko Buea, ZLACT-Computers as Assistant manager/secretary, Receptionist and Manager/secretary respectively, putting all these together gives me a plus five years’ experience as a secretary and Customer Service Professional.

I also have three years’ experience as an Administrator/accountant at Rapha-bethel Bilingual Nursery and primary school, fue Rouge- besengue Douala, Cameroon and my contributions to this institution led to its extension to a secondary Evening school for Working adults and pre-remedial and remedial classes for adults who could not read and write, here I gained additional customer service skills as well as a great opportunity for me to handle multiple task as I was promoted to the position of the principal where I served for four years. Within this period I developed great skills such as problem solving techniques, ability to work well under pressure, ability work and deliver the best results alone or within a group, ability to identify and manage the talents of group members, and interact very well with people of all categories of life besides teaching them.

I have also served for two years as the senior administrative staff at Believers Loveworld Incorporated Bonaberi-douala as well as the personal assistant to my employer and I have been a leader at the follow-up and call center departments enriching me with a unique ability to effectively communicate with people on phone and in person.

**KEY SKILLS**

* Excellent mindset and friendly
* Effective and efficient communicator
* Work well independently and with a team even under pressure
* Excellent computer skills
* Courageous and attentive to details
* Pleasant on Telephone and in person
* Ability to learn fast and flexible
* Conflict Resolution techniques
* Fluent in English Language
* Proficient in French Language
* Occupational safety and health management knowledge
* Generally loved by people

**ACCOMPLISHMENTS**

* Lots of verbal and written appraisals from employers, customers, colleagues, parents and students
* Led support groups to help parents regain and improve their parent child bond
* Initiated the extension of Rapha-Bethel primary and Nursery school to a Secondary school
* Established Pre-remedial and remedial courses for Adults who had never been to school
* Increase the membership strength and attendance of CE Bonaberi
* Best teacher of the year award 2012
* Rhapsody of reality translators award 2014
* Best cell leader of CE Bonaberi award for cell ministry year 2015.

**EXPERIENCE**

SENIOR ADMINISTRATOR SEPT 2013-AUG 2015

**DOUALA, BELIEVERS LOVEWORLD INCORPORATED**

* Organize all programs, send alerts and ensure the participation of everyone concerned
* Monitor and instruct staff members
* Personal assistant to my employer
* Maintain good communication with all staff , other members and new comers
* Do and submit all weekly, monthly, quarterly and yearly reports of all categories
* In charge of all financial and banking transactions
* Counsel members with difficult challenges
* Oversea the leaders in different departments
* Promoted good behavior by using a positive re-enforcement method
* Establish a safe working environment for all staff
* Represent my branch at international conferences.

**ADMINISTRATOR/ACCOUNTANT** AUG 2011-JULY 2013

**DOUALA,RAPHA-BEHEL NURSERY AND PRIMARY SCHOOL**

* Receive and orientate parents who come for their children’s registration
* Receive registration /school fee, ensure receipts
* Do all financial transactions in the institution
* Personal assistant to my employer
* Assist proprietor in the recruitment process of both teaching and non-teaching staff.
* Pedagogically monitor and supervise all staff.
* Attend to children with special needs
* Carryout other duties as assigned by my employer

**PRINCIPAL/TEACHER.** AUG 2011-JULY 2015

**DOUALA,RAPHA-BEHEL EVENING SCHOOL**

* Orientating adults who missed their childhood education
* In charge of admissions and payments
* Do all financial transactions and banking
* Plan and organize Teaching and study Timetable
* Instructor for adult Pre-remedial and remedial courses
* Teach biology and chemistry to adults who have completed their remedial course work.
* Pedagogically monitor and supervise all staff.

**Manager/ Secretary.** JAN 2010-JULY 2011

**BUEA, Zee-line Aspira Cyber Technology Computer Center ( ZLACT.CC)**

* Stock taking of all products and distribution of task to all staff
* Receive customers and sale internet bundles and tickets
* Assist customers with documentation process
* Design, Type and print projects for mostly university students.
* Photocopy, and lamination of documents upon request
* In charge of all financial /banking transactions
* Supervise and issue payments to others staff.

**RECEPTIONIST** JUN 2009-OCT 2009

**BUEA, P &Y Business center Molyko**

* Access control of clients
* Booking clients with large business proposals
* Receive customers and provide information on especially new products
* In charge of attendance of all employee.
* Assist in the mass production of books and CDs.

**Assistant Manager/ Secretary** JUN 2008-Feb 2009

**BUEA, Emmanuel’s documentation center**

* Assist in all managerial duties
* Advertising the newly created documentation center in town
* Design, print and sell valuable sample forms
* Type, print, bind and laminate all documents upon request by clients
* Assist in the mass production of books and CDs.

**DISTRIBUTOR/ PRODUCTION STAFF** SEPT 2006-AUG 2007

**DOUALA: DONS INTERNATIONAL littoral region**

* Team work in preparation of all components of the beverages
* Washing, sticking and packaging of plastic bottles
* Distribution and marketing of products from one shop to another
* Participate actively in all company’s capacity Building programs.

**Secretary** AUG 2005-JULY 2006

**KUMBA: ENOWEYOUNGS LAW CHAMBERS: Southwest region**

* Receive and book clients
* Collect a standard consultation fee from clients
* Register court cases, dates and time
* Assist clients in filling their forms especially the uneducated
* Alerts barristers as specific court cases and their dates approaches
* Document all office information
* Design clear office filing system weekly, and monthly
* Register student law practitioners into the chambers for internships.

**TEACHING PRACTICE I** ; Internship MARCH –MAY 2009

**G.S.S BIYUKU BUEA**; South West Region Cameroon

* Course delegate and student teacher assistant to the dean of studies.
* Assisting Head of biology department
* Teach Biology to form 2 and form 4 students
* Evaluate students at the end of each topic
* Evaluate students at their final class exam.

**TEACHING PRACTICE II** ; Internship MARCH-JUNE 2010

**BILINGUAL GRAMMAR SCHOOL MOLYKO BUEA**; South West Region Cameroon

* Teach biology to form 3 students
* Supervise lower sixth students in the laboratory during biology practical.
* Invigilate students on their final exams
* Assist the pedagogic instructor of the institution.
* Assist the Head of department in evaluation of students and other staff.
* Evaluate students at their final examinations.

**EDUCATION**

**BACHELOR OF EDUCATION**; Curriculum Studies and Teaching . OCT 2007-Nov 2011

**UNIVERSITY OF BUEA**; South West Region Cameroon

* Subject Area: Biology
* Course work in adult and child Psychology
* Course work in students with special needs
* Course work in educational Technology
* Course work in Educational Foundation and Administration
* Course work in pedagogy
* Child abuse awareness training
* Course work in child nutrition
* Course work in botany/zoology and organic chemistry. Etc.

**DIPLOMA**; Computer Literacy Program AUG 2006-Feb 2007

**ZLACT COMPUTER CENTER BUEA**; South West Region Cameroon

* Coursework in Microsoft words
* Internet Explorer
* Secretariat duties

**ADVANCED LEVEL CERTIFICATE**; 3 YEARS OF SCHOOLING . 2002/2003 -- 2004/2005 Academic years.

**GOVERNMENT BILINGUAL HIGH SCHOOL LIMBE**; South West Region Cameroon

Science student. (S3) Biology, Chemistry, Mathematics and Physics.

**ORDINARY LEVEL CERTIFICATE**; 6 YEARS OF SCHOOLING . 1996/1997 -- 2001/2002 Academic years.

**GOVERNMENT BILINGUAL HIGH SCHOOL LIMBE**; South West Region Cameroon

 A Complete secondary education

All science subjects including, ENGLISH LANGUAGE, FRENCH LANGUAGE AND MATHEMATICS.

All Arts and science subjects at the lower levels. Including extracurricular activities such as:

- Journalism and mass communications club,

-Sports and Sanitary Club,

-Punctuality prefect.

**FIRST SCHOOL LEAVING CERTIFICATE**; 7YEARS OF SCHOOLING. 1988/1989 --1995/1996 Academic years.

**GOVERNMENT PRIMARY SCHOOL BANGEM**; South West Region Cameroon

 Beginners basic knowledge on all subject areas.

**REFERENCE**

Available upon request