APPLICATION FOR Job

I am hard working, good team player, ready to work when required, sociable, fast learner and can work perfectly well without supervision. Base on my previous experience I am really interested in areas of administration, personal assistant, management, sales and marketting,Front dest officer and Receptionist.

**SKILL**

* IT skills(M's words,excel,prepare power point,Google search and email).
* Excellent in English both written and oral,good in French and basic in German.
* Leadership and management skills
* Personal skills
* Problem solving skills
* Time /task management skill
* Good telephone etiquette
* Critical thinking
* Clerical skills
* Organisational skills
* Use own initiative
* Planning and scheduling.

**Education**

* GCE Ordinary Level(Presbyterian Girls Limbe Cameroon 2001-2006)
* G CE Advance level(Cameroon Protestant College Bali 2006-2008)
* Bachelor’s Degree in law (University of Buea Cameroon 2008-2011)
* Masters business administration.(York saint john university united kingdom 2014-2016 awaiting graduation)

**Experiences**

* Part time Administrative /Sale personnel at family supermarket Cameroon(2010 -011)

My role in this job included but not limited to

* The day to day running of the super market
* Receiving and answering calls, mail as well as dealing with enquires from customers.
* Completion of administrative forms
* Monitor sales data
* Administrative staff at farmers chemical initiative group(2011-2013)
* Make and schedule appointment
* Take down notes in meetings
* Inform other members on recent happens
* Assist manager in making useful decisions
* Help to resolve conflict in organisation
* Coordinate daily management of projects
* Logistic staff SOURCES DU PAYS CAMEROON production of soft drink and bottle water(2013-2014)Responsibilities included but not limited to
* Monitor production level
* Completion of production forms
* Making sure production staffs meet daily target
* Receiving customer order
* Making sure customer orders are delivered on time and as required
* Submitting of product report to manager
* Project leader York Saint John University (2014 -2015).Responsibilities include but not limited to
* Delegate project group meetings
* Assign roles and task to group members
* Working in in collaboration with other members to attain goals
* Resolve conflict among members
* Taking down important notes during project meeting
* Creation on power point during presentation
* Present taking of ideas to project shareholder.
* Personal assistant /enabler + at UBU(UBU 2015)
* Day to day activities of the customer
* Plan activities, book appointment and making sure the attend appointment
* Making and answering calls for customer
* Involve dealing and solving customer problems.
* Writing down every notes on every day activity

**Hobbies**

* Singing
* Dancing
* Reading
* Watching movies



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