# CURRICULUM VITAE

**Name** Anyam Silas Muluh

**Nationality** Cameroonian

**Designation**  Human Resource Executive

**Languages** English and French

**Human Resource Executive**

**PROFESIONAL SUMMARY**

A Diploma and advanced Diploma qualified HR professional who can oversee the attraction, induction and retention of a company's employees. Silas has track record of identifying, proposing and delivering process improvements to existing HR processes. He is capable of responding to the current and anticipated future HR needs of a business and developing effective strategies on how to meet these needs. As a true professional he is always mindful of the confidential nature of HR work at the operational and strategic levels. He is currently looking for a suitable position with an ambitious company that wants to recruit talented and driven people like him. Ready and willing to work with other Qualified HR professionals who can oversee and assist in the attraction, induction and retention of a company's employees.

**Core Skills:**

* Good communication Skills
* Perfect interpersonal relations skills
* Good Customer Service skills
* Ability to work under Pressure and good listening skills
* Flexibility and aptness
* Perfect Driving Skills with 6 Years Experience

**AREAS OF EXPERTISE**

* Training and Development.
* Experience of working in a commission based environment,
* Ensuring Human Resource/Health and safety policies are respected and enforced
* Recruitment and Selection
* Online Marketing Skills with Knowledge of 58 marketing websites
* Employee and Management Counseling
* Able to achieve and maintain high standards of Performance
* Conflict Management and grievance Handling
* Performance Management
* Encourage Team Work
* Ready and able to work individually or within a team environment.
* Good with numbers, and able to use modern computerized equipment

**Personal:**

* Ability to work on a shift basis
* Fast Learner
* Always smartly and neatly dressed, presentable, willing to work on shifts basis and work overtime, perfect articulation and excellent Spoken English.
* Ability to take ownership of issues, seek more responsibility and to work alone with little or no supervision.
* Extremely organized with a high level of attention to details.
* Ability to respond to timeframes and deadlines with pace.

**CAREER /WORKING PROFILE:**

* ***YUMMY Production Trading Co.Ltd*** (North West Region Bamenda -CAMEROON)
* Position Held**:** Human Resource Executive
* Duration of Work: Three Years, 2011-2014
* **Co**ntact: 00237**-**674212324
* ***Shama Films International*** (North West Region Bamenda –CAMEROON)
* Duration of Work: Two Years (2014-2015)
* Position Held : Humanresource Executive
* Contact: 00237-670559972
* ***Job Placement with Interfaith Vision Foundation* , NGO** ( Bamenda –Cameroon)
* Carried out Project Management and Implementation activities
* Duration of work (2015-2016)
* Position Held**:** Human Resource Executive

**DUTIES/RESPONSIBILITIES**

* Responsible for acting as the first point of contact for company Directors and Managers who are seeking advice, guidance and support on a wide range of employee issues.
* Offering face to face advice to Employees to achieve effective Performance**.**
* Attending disciplinary, grievance and capability meetings.
* Writing up job descriptions, performance reviews and personnel policies.
* Programs Coordination
* Project Mobilization and sensitization
* Assisting in Project Facilitation
* Coordinating Project Seminars and workshops
* Ensuring Staffing needs are Provided for effective organizational performance
* Administering the firm’s staff bonus scheme. Ensuring that all areas are clean and adhere to the company’s Sanitary, Health and Safety policy
* Providing a comprehensive HR support service to work colleagues, employees and

the company as a whole.

* Ensuring Contracts of employment are issued in line with Company’s Hiring Policy
* Supervising less experienced members of a team
* Writing up monthly reports for the senior managers of any issues of concern.
* Determining HR department requirements.
* Overseeing the employee benefits scheme

**ACADEMIC QUALIFICATION**

**Diploma** in Human Resources Management,

Institute of Commercial Management Hampshire Uk England

**Courses Undertaken**

* Human resource Management and Development I
* Business Law
* International Business Communication
* Business Management and administration

**Advanced Diploma** in Human Resource Management, (Institute of commercial Management Hampshire Uk

**Courses Undertaken**

* Human Resource Management and Development II
* Training and Development
* Management theory and Practice
* Employee Relations

**Languages Known:**

* English- Excellent
* French-Good

**Computer Skills**

* Knowledge of Computer Application
* Ms Office , Email & Internet
* Online Marketing

**Other Qualification**

* GCE Ordinary Level, The Apostolic High School **N**kwen Bamenda Cameroon
* GCE Advanced Level, The Apostolic High School **N**kwen Bamenda Cameroon

**Job Seeker First Name / CV No: 1826202**

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