**CURICULUM VITAE**

NAME: NDAH

Nationality: Cameroonian

Visa Status: Company Sponsorship

E-MAIL: [NDAH.310135@2freemail.com](mailto:NDAH.310135@2freemail.com)

**CAREER OBJECTIVE:**

I am seeking a long term career in an organization conducive to creative and growth potentials developing my potentials to the optimum level. I seek challenging responsibilities and positions where my ability and skills can be utilized.

**WORK EXPERIENCE**

**Company name: VERO GELATO/LA PERLA NERA**

**October 2015 still date**

**As Front desk, secretary/Admin/Accountant. (La Perla Nera Sharjah saif zone)**

**Job Description**

* Welcoming guest and clients into the factory
* Cleaning and dusting the mangers office
* Receiving purchase order from clients and making sure they are delivered in good conditions
* Dealing with telephone calls and e-mail enquiries
* Creating file services and maintaining them
* Making invoices and delivery note for clients
* Distributing information to the other staff and reporting to the manager daily on how things are moving
* Making purchase order from our suppliers and changing supplier if the product doesn’t match with what we are looking for.
* Making letters for staff passport release, driving license, vacation etc.
* Collecting all sales from client and from our shop

**As Accountant (la perla nera Sharjah saif zone)**

* Updating all sale and purchase order, Scanning and filing them
* Giving out cheque and cash payment to clients
* Signing receipt and payment vouchers
* Depositing cash and cheque into the companies account
* Making and sending statement of account for all clients at the end of each month
* Making payroll sheet and slip for all staff

**As Sales Vero Gelato Shop (Dubai International city and Global Village)**

* Cleaning and arranging the shop
* Welcoming customers into the shop with a smile
* Showing customers the different flavors of gelato we have and giving them to try
* Giving answers to customers questions relating to our gelato and cakes
* Taking customers cake order and handing them to our pastry chef
* Report sales accurately
* Welcoming customers to our global village gelato shop Italy Pavilion
* Serving customers with gelato, milk shake coffee and water
* Collecting cash and card payment from customers
* Making sure the environment is always clean

**Company name: Remember Africa new communication (RA-NECOME) Cameroon**

**Worked as Sales agent /customer service**

**Job Description**

* Welcoming customers into the company
* Introducing our various equipment to the customers
* Taking customers purchase order and informing them when items are ready
* Educating customers on the products and their uses
* Follow up of customer satisfaction of the product
* Writing daily reports on all activities

**SKILLS**

* Risk control management
* Profit control / loss management
* Capable of working with team and individually.
* Effective behavioral management at work/ interactive fast learner
* Hard worker and willing to learn new technologies/company policies.
* Patience, time conscious and God fearing.
* Customer control management

**EDUCATIONAL QUALIFICATION**

* A bachelor degree in English private law from university of Yaoundé 2 Soa Cameroon
* A pass in Cameroon General Certificate of Education Advance Level
* A pass in Cameroon General Certificate of Education Ordinary level
* Attended a workshop on Youth Radicalization, Extremism and Human Security

With the Institute for Security Studies (ISS)

**LANGUAGES**

English and French

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