**CURRICULUM VITAE**

**PERSONAL**

Name**: SAMA**

E-mail: [**SAMA.334103@2freemail.com**](mailto:SAMA.334103@2freemail.com)

Date of birth: 18-04-1994

Marital Status: Single

Nationality: Cameroonian

**EDUCATIONAL BACKGROUND:**

**2016 – Chartered Financial Analyst student, Level One** – Exam date: June 2016

**2010 – 2013:** **Bachelor of Science in Banking and Finance**

Cameroon Christian University Bali, Bamenda North West Region

**2008 – 2010:** **General Certificate of Education Advanced Level (G.C.E. A/L)**

Presbyterian Secondary School Mankon, Bamenda, N.W.Region

**2003 – 2008:** **General Certificate of Education Ordinary Level (G.C.E. O/L)**

Presbyterian Secondary School Mankon, Bamenda, N.W. Region

**WORK EXPERIENCE**

**BICEC COMMERCIAL BANK *January 2015 – December 2016***

Bamenda – North West Region, Cameroon

Financial Accountant/Accounts Manager

**Duties and Responsibilities**

* Analysis of clients to determine loan eligibility
* Providing solutions to clients’ complaints (Customer Relationship Personnel)
* Marketing and sale of products and services of the institution
* Preparation of financial statements

**KENDELEY CONSTRUCTIONS S.A. *November 2013 – October 2014***

Mezam, Bamenda, North West Region.

Accountant/Storekeeper

**Duties and responsibilities**

* Inventory and Store keeping
* Purchasing of materials for construction
* Preparation of quarterly and annual financial statements
* Customer relationship personnel.
* Payment of tax obligations and other tax related issues.

**BLUE PEARL HOTEL**  ***January 2013–September 2013***

Mile Three, Nkwen – Bamenda, North West Region, Cameroon

Accountant

**Duties and Responsibilities**

* In charge of purchases and inventory of the hotel
* Preparation of end of quarter and end of year financial statements such as Statement of Financial position and Statements of Income and equity.
* In charge of making proposed budget for adoption.
* In charge of tax payments and tax-related activities.

**AZAM HOTEL AND RESTAURANT *January 2012– December 2012***

Mezam, Bamenda, North West Region.

Account Clerk/Waiter

**Duties and responsibilities**

* Reception of clients
* Reception of orders of clients via telephone
* Follow-up of delivery of orders to clients outside hotel
* Balancing of daily, monthly, quarterly and annual accounts
* General supervision of restaurant in the absence of Restaurant Manager

**OTHER AWARDS/ACKNOWLEDGEMENTS**

**May- June 2013:** Participated in the 2013 Dialogue of Civilization program in collaboration with Northeastern University, USA.

**February 2014:** 2nd Edition of the North-West Youth Excellence Award awarded by the Cameroon National Youth Council

**Best Student** - Institute of Arts, Social and Management Sciences, Cameroon Christian University Bali

**Valedictory Student** - Cameroon Christian University Bali Batch of 2010

**LANGUAGE STRENGTHS**

Excellent knowledge of written and spoken English

Basic knowledge of written and spoken French

**STRENGTHS AND COMPETENCIES**

* Ability to learn and adapt fast.
* Proactive and Assertive.
* Good interpersonal, communicative and leadership skills.
* Good knowledge in Computing including MS Word and Excel.
* Increased ability to work under tension and stress.