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**ASHU**

[**ASHU.337522@2freemail.com**](mailto:ASHU.337522@2freemail.com)

**Date of Birth : 03 MARCH 1985**

**Languages : English and French**

**Position: Office Assistant/Boy**

**OBJECTIVE**  
To obtain an Office Assistant/Office boy position in a growth-oriented company where I can utilize my administrative and analytical skills and acquire new abilities.  
  
**KEY SKILLS**

* More than 2years experience in an office environment.
* Able to relate well to the public, very personable and good on the telephone.
* Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional.
* Strong ability to work effectively with multiple supervisors.
* Capable and practiced in handling complex and multifaceted tasks.
* Extremely knowledgeable with clerical tasks and time management.
* Well-versed in Windows, Microsoft Office, desktop publishing, and database management.

**EDUCATION BACKGROUND**

Diploma computer Software, TRUSTECH INSTITUTE

High School Certificate, DIVINE HIGH SCHOOL, KUMBA, Cameroon

Secondary School Certificate, GBHS KUMBA, Cameroon

**OFFICE ASSISTANT/ BOY**

Divisional Delegation of Secondary Education, Cameroon June 20014 – Sept2016

**Responsibility:**

* Ordered, distributed and managed office inventory, keeping work space neat and organized.
* Answering telephones and intercoms, taking messages, responding to inquiries, giving directions to call center, providing comprehensive secretarial and clerical support to center staff and management.
* Greet visitors, conduct tours as needed, provided basic information to visitors.
* Process maintenance requests, substituting for manager as needed.
* Organize and register staff for workshops and staff development.
* Responded any basic query of visitors.
* Managed and organized overall papers and files.
* Typed down necessary papers for the office.
* Responded all the calls very sincerely and respectfully.
* Responded to basic query of visitors.
* Capable of managing complex and multifaceted tasks.
* Scheduled meetings and appointments with effective time management skills.
* Clean the office and arrange office fixtures
* Prepared and serve tea for workers

**SPECIALS SKILLS**

* Positive Work Attitude
* Interpersonal Skills
* Assertiveness
* Efficient
* Excellent Time Management
* Good sense of humor
* Excellent Attention to Detail
* Honest & Trustworthy
* Flexible attitude
* Multi-tasking

**LANGUAGE SKILLS**

English: Native

French: Fluent