**CURRICULUM VITAE**



**PERSONAL DETAILS**

Name: **Emmanuel**

Nationality: **Cameroonian**

DOB:**18/10/1989**

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**Visit Visa**

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**Administrative Assistant**

**Personal Statement**

A self-motivated & detail oriented administrative assistant who works with a high degree of accuracyto render the full value of my excellent computer skills, my effective written and verbal communication skills and knowledge for the growth of the company and personal development.

**Acquired Skills:**

* Microsoft Office Applications/ IT skills
* Accountancy skills /math skills
* Written and verbal communication skills
* Planning and organizing skills
* Sales/marketing
* Business development
* Fast Typing
* Photoshop and anti-viruses
* Ability to multitask and meet changing deadlines
* Self-motivated with time management skills
* Maintain staff confidentiality
* Knowledge of office management systems and procedures
* Working knowledge of office equipment, like printers and fax machines

**Work Experience:**

1. Business Consultant (freelance) at Al SaeedHassani Trading Company LLC August 2016-Present

**Duties:**

• Sort for Business Deals for Brazilian Sugar and Turkish Steel all over the UAE

**Achievements:**

• Successfully closed a deal worth 30000 MT of Brazilian Sugar

• Brought new customers to company

2. Divisional Delegation of women Empowerment Mbengwi Sept 2013-Aug 2016
Worked as Administrative Assistant

**Responsibilities:**

* Responsible for managing and directing the front office.
* Managing office budget
* Answering and directing phone calls
* Provided support to professional staff members.
* Schedule Appointments
* Provide general support to visitors
* Participate is making office budget and responsible for replacing office supplies
* Responsible for creating databases of client's information.
* Prepared mails to Delegates and Mayors in state
* Type documents for delegate and submitted to desired offices
* Planned a structured form that will help to organize meeting set-ups and take down minutes
* Make sure internal office affaires are not exposed

3. AYABA HOTEL BamendaWorked as Receptionist Sep 2012- Sep 2013

**Responsibilities:**

* Welcomed customers upon entry into the hotel
* Answering and directing phone calls
* Answered customer queries and note reservations
* Maintaining employee and department directories and given instructions.
* Maintain security by following company procedures
* monitoring logbook
* Issuing visitor badges.

**Education**

* BSc Chemistry, University of Buea 2009-2012
* High School Diploma, Cameroon Protestant College Bali 2006 -2008

**Reference:** Available upon request