**CORRICULUM VITAE**

**NAME: BRIAN**

**DATE OF BIRTH**: 31st January, 1993

**SEX:** Male

**NATIONALITY:** Cameroonian

**VISA STATUS**: Tourist

C/o-Telephone: +971505891826

**EMAIL** : brian.344589@2freemail.com

**QUALIFICATION: High School Graduate (GCE Advanced Level)**

**OBJECTIVE:**

 I am a young, dynamic, intelligent, hardworking and result-driven young man with a good educational background and good experience in working with people from different cultures and careers. I am looking forward to a promising and progressive career with an employer, where I can show-case my knowledge and learning ability so as to acquire work efficiency in the best possible way. Putting in my effort to achieve a better output than expected by my employer is always my goal and my ability to put in my best to work and accuracy is my greatest motivation.

**EDUCATIONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| **DATE** | **INSTITUTION** | **CERTIFICATE OBTAINED** |
| 2013 | Government Bilingual High School Bamenda, Cameroon | General Certificate of Education Advanced Level (GCE A/Level) |
| 2009 | City College of Commerce Mankon Bamenda, Cameroon | General Certificate of Education Ordinary Level (GCE O/Level) |
| 2013-2014 | Titus Computer Training Centre | Diploma in Microsoft office |

**FUNCTIONANDRESPONSIBILITIES**

Takeanddistributeaccuratemessages

Greetclientanddirectthemtotheircorrectstaffmembers.

Receive,sortanddistributeincomingmails.

Monitorincomingmailsandanswerorforwardasrequired.

Prepareoutgoingmailsfordistributionfax,scanandcopydocuments

Updateandmaintaininternalofficestafflist

Organizeappointmentsandmeetings.

Assistwitheventplanningandimplementations

Answerphonecallsandtransferthemtotheappropriatestaffmembers.

Monitorandmaintainofficesuppliestoensurethatofficeequipment’sareproperlykeptandserviced

Perfectofficehygieneandsanitationatalltimes

Performworkrelatederrandsasrequested

Keepofficeareacleanandtidy

ORGANISATIONAL&PERSONALSKILLS

Customerfocusoriented.

Innovativewithgoodanalyticalskills,loyal,faithful,willingtoworkunderpressure.

Goodaptitudeforteamwork.

Alwayswillingtolearnandadaptveryfast.

Canconvenientlyworkwithpeoplefrommulticulturalbackground.

Goodcommunicationskills,goodinhumanrelationships,enthusiastic,andexcellentskills.

Canmultitaskandstandforlonghours

Computerproficient(Microsoftword,excelandpowerpoint,greatinternetknowledge)

Alwayswillingtodomore

EDUCATIONALQUALIFICATION

June2013–Highschoolcertificate

GBHSDowntownBamendaCameroon

June2009-GCEOrdinarylevelcertificate(O/L)

CCCMankonBamendaCameroom

WORKINGEXPERIENCE

**April2014toOct2016:Laurate Business CenterBamenda**

**AreaofDuty: IT Software Operator**

LANGUAGEPROFICIENCY

ENGLISH: Native(excellent)

FRENCH: Native(fluent)

**COMPUTER SKILLS**

* Microsoft Office word
* Microsoft Office Publisher
* Microsoft Office Excel (Basics)
* General Computer functioning and usage (windows)

**HOBBIES**

* Reading articles and carrying out educational research,sciences