 **CURRICULUM VITAE**

 **SAINGEH**

**SAINGEH.352059@2freemail.com**

**EXECUTIVE ASSISTANT**

**EDUCATION**

**2008-2011 Bachelor of Science Degree in Economics (University of Buea)**

**2006-2008 G.C.E. Advanced Level Certificate (Bilingual Grammar School Buea)**

**2001-2006 G.C.E. Ordinary Level Certificates (Bilingual Grammar School Buea)**

 **2012 Computer Studies (Team J Cyber Café Buea)**

**Professional /Personal Profile**

 A Resourceful and meticulous administrative Assistant with 10 years of extensive experience in administrative Affairs. Highly skilled in Customer service techniques Profficient in Microsoft office applications. Well organised and efficient time manager, Data base Adminstrator, Respectful, hard working and result oriented .I have a strong background in Financial and Statistical Analysis, Trend Analysis, and Stock management and complemented with leadership positions in General Administration

**PROFESSIONAL EXPERIENCE**

**2015-2017 Catholic University Institute of Buea , Cameroon**

**Senior Administrative Assistant**

* Schedule and coordinate meetings, appointment and travel arrangement for supervisor with keen attention to detail.
* Train two Administrative Assistant during the Institution expansion
* Develop new filling and organizational practices saving the company over $2000 per year
* Maintain high level of confidentiality when dealing with sensitive documents
* Manage travel and expense report for department team members and guest.
* Head the admission team during admission season by selling the product of the school in terms of program to prospective students
* Manage Administrative Affairs of the School of Engineering
* Link between Dean of the School and main Administration
* Ensure proper execution of budget of the School

**2013-2015 Catholic University Institute of Buea (CUIB), Cameroon**

**Administrative Assistant**

* Members of the admission team with a record of over 50% increase in enrollment
* Manage Administrative and financial affairs in the School of Engineering
* Link between Dean of School and main administration
* Schedule and coordinate meetings, appointment and travel arrangement for supervisor with keen attention to detail.
* Maintain high level of confidentiality when dealing with sensitive documents
* Manage travel and expense

**2012-2013 BOULANGER PATISSERIE NJEIFORBI, BUEA. CAMEROON**

 **Customer Service Coordinator, Stock Controller and Branch Manager**

Manage Finances, Personnel and Stock of the Branch

* Serve customers, settle dispute between staff and costumers
* Transfer stocks to the other branches using Gestion commercial 100 packs (SAGE)

**2010 201 PRIME CATERERS, BUEA, Cameroon**

**Customer Service Coordinator, Administrator and Finance Officer**

* Prepare notes, receipts and keep all financial records for internal control.
* Take and register orders for buffet, pies and make supplies.
* Collect all weekly sales and deposit cash in the bank in the absent of the manager
* Serve customers ,settle dispute between staff and costumers

**July –September 2010 Internship Taxation Buea Center, Cameroon**

* Educate local tax payers on the importance of tax and the procedure of payment.
* Conduct tax localization.
* Carry out tax assessment and prepare filing reports for internal control.
	1. **Alliance Franco Camerounais Cafeteria (AFC)**

**CUSTOMER SERVICE PERSONNEL**

* Serve customers, settle dispute between staff and costumers
* Collect weekly sales and make presentation on a balance sheet.
* Ensure all weekly sales are handed to the proprietor.

**Seminars and Workshops Attended**

* Time management, by Roland Kwemain, *2013*, Go Ahead Africa *through* Catholic University Institute Buea
* System thinking and Capacity Building, *2014*, Catholic University Institute of Buea
* Servanthood Leadership by Roland Kwemain, *2013*, Go Ahead Africa *through* Catholic University Institute Buea
* How success feels and looks like, *2014*, by Mrs. Lena Prince Nchako *through* Catholic University Institute of Buea

**OTHER SKILLS**

* Team building spirit.
* Proven adaptability.
* Strong leadership and influence skills
* Flexibility at work
* Computer skills (MS Word, MS Excel, MS Power Point, Publisher, Access ,Internet)

**OTHERS**

**LANGUAGE**

* **English- Fluent**
* **French- Good Working Knowledge**

**Date of Birth: 14th June 1986**

**Nationality: Cameroonian**

**Marital Status: Single**