Name: **NANA**

**NANA.360061@2freemail.com**

**ADMINISTRATIVE ASSISTANT**

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| **RESUME** |
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| An efficient office administrator who can ensure that everything behind the scenes of a successful company is running smoothly, Etienne is an ambitious and driven professional who can create value from day one and who is eager to further develop his career. He has extensive experience of working in a busy reception environment and during his career, has worked for major sugar and cement companies. In addition to this he has the ability to organize his own time, prioritize workloads and work to tight deadlines whilst maintaining high level of attention to detail. |
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| **PROFESSIONAL SKILLS   (03 – 05 Years)**  |
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| **2016****2014** **2013:** | * **Administrative Assistant at SOSUCAM Sugar Company.**

**Accomplished tasks:**Responsible for carrying out a range of office duties including filing, making travel arrangements, booking taxis, taking telephone messages, greeting visitors and looking after customer queries.* Supporting the overall team with administration duties including minute taking, online research & data entry.
* Ensuring strict compliance with all of the company’s administration policies, procedures and ways of working.
* Assisting the general Office Manager with the management of Health and Safety requirements for the office .
* Arranging the travel and itineraries for senior office personnel such as booking hotels, train tickets and transport.
* Undertaking billing work, managing diaries, typing up correspondence, documents, minutes and reports.
* Answering telephone calls to the office, then directing calls to the appropriate member of staff or taking messages.
* Ensuring that the general office is kept tidy, free from clutter and safe to work in for all of the admin staff.
* **Administrative Assistant at CEMENTCAM Company**

**Accomplished tasks:*** Organising and recording weekly appointments for 16 sales agents
* Producing and collating sales reporting and financial insights using Microsoft Word and Excel
* Oraganizing and facilitating management meetings
* Taking minutes and meetings and transcribing and distributing summaries to all sales mnagers
* Ensuring the smooth distribution of mail internally and externally
* **Administrative Assistant at FAKO SHIP Company Limited**

**Accomplished tasks :*** Responsible for the maintenance and updating of large employee database
* Ensuring that manangers are aware of new recruits and those leaving the institution.
* Creating reports and presentations for office manager to present to the departmental heads
* Identifying and solving problems within the database
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| **OTHERS SKILLS** |  |  |
|  | * **Sales and Marketing**
* High level computer skills including Excel, Word and Powerpoint
* Five years experience in customer service both face to face and phone based
* Strong business development capabilities with African experience
* Experienced in developing sales and marketing techniques
* Active and eloquent public speaker
* **Managment**
* Good knowledge of organizational management
* Development of organizational charts
* Able to lead a team
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| **COMPUTER KNOWLEDGE** | Good knowledge in **Microsoft Office 2010, CRM, SAP…** |  |
| **OTHER KNOWLEDGE** | * Ability to learn quickly
* Ability to work in team
* Strong analytical and synthesis, accuracy and integrity
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|  **STUDIES** |  |
| **2008 –2011 :****2006- 2008 :****2001 - 2005 :** | **Bachelor Degree in Public Law** University of Yaounde II**BAC (G.C.E Advanced Level)****B.E.P.C (GCE Ordinary** **Level)** |  |
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| **LANGUAGE**  |
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| French : Spoken and writtenEnglish : Spoken and written |
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| **OTHERS**  |
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| **Hobbies** : travel; cinema and readings**Sport**: football, basketball, swimming Intrinsic characters: quiet, working under pressure, teamwork, flexibility and common sense , Dynamism, prospecting and strength of conviction, good negotiation skills , curiosity. |