**CURRICULUM VITAE**

**OBJECTIVE**

Highly motivated and dynamic, looking for a challenging and rewording position to build an early career that utilizes my knowledge, skills, and abilities to achieve positive results in a timely and cost saving manner, while providing opportunities for growth and advancement.

**SUMMARIES OF SKILLS AND BACKGROUND**

* Dedicated team player committed to reliability, sustainability and quality. Able to get along well with both colleagues and senior managers.
* Excellent problem solving and time management skills.
* Ability to prioritize and meet deadlines even while under pressure.
* Experienced in managing a supply chain from quotation, invoicing, supplying and billing to our customers in a timely manner.
* Quick to accept new responsibilities and challenges.
* Ability to motivate guide and improve cohesion of team members to ensure high quality supplies to clients.
* Excellent follow up of bills payment by clients.
* Working knowledge in DELTA BANK
* Ability to account for money used by the entire team for every particular operation.
* Excellent communication and interpersonal skills

**EDUCATIONAL BACKGOUND**

|  |  |  |
| --- | --- | --- |
| **INSTITUTION** | **YEAR COMPLETED** | **DEGREE** |
| University of Buea | 2012 | B.Sc Banking and Finance |
| Salvation bilingual high school Buea | 2009 | G.C.E “A” level |
|  G.S.S Ekona  | 2007 | G.C.E “O” level  |

**OTHERS**

ALISON online diploma in customer service. February 2016.

**KEY APTITUDES**

* Willingness and great ability to learn.
* Highly dynamic and motivated, working under pressure and good stress manager.
* Good team player.
* Good interpersonal skills and Negotiator.
* Computer literate; MS Word, Excel, Internet.
* Excellent command of English and working knowledge in French.
* Ability to multi-task, work independently, take initiatives and work under minimum supervision while achieving result in a timely manner.
* Easy to adapt to multi-culture and changing environment.

**WORK EXPERIENCE**

**LA REGIONALE-SA NKONGSAMBA**

July 2015 TILL DATE

**Job Title;** Portfolio manager

* Credit committee member
* Customer service
* Accounts management
* Market products of the bank
* Public relation
* Reporting to the various management levels
* Treat and or transmit clients complains
* Office management
* Quality service assurance
* Liaise between clients the regional or head office
* Prospecting and Portfolio improvement.

**LA REGIONALE-SA AKWA**

DECEMBER 2014-JUNE 2015

**Job Title;** Operationnel Polyvalent.

* Portfolio management and ensuring that quality of services are the best to clients.
* Treat/transmit complains from clients.
* Assist the credit committee Credit committee.
* Follow up clients account to better manage their transactions.
* Market the products of the bank to clients.
* Pay clients regular visits.
* Search for new clients.
* Accounting transaction of the branch.
* Follow up interbank transactions and cheque compensation.
* Adjust and follow up internal accounts.
* Assist in producing the bank reconciliation statement.
* Control the cash desk to know the balances.
* Receives deposits from clients.
* Effects payments to clients.
* Effects money transfer (mandate and western union).
* Manages funds at disposition of the cash desk.
* Work with soft ware DELTA BANK.

**BETALINKS SERVICES, DOUALA**

AUGUST 2013- NOVEMBER 2014

**Job Title:** Commercial Agent and Book Keeper

* Work as commercial agent for our activities and leading a team.
* Keeping of account books of the company (cash flow and Income statement).
* Liaise with manager and colleagues to meet client’s needs.
* Control the purchase and supply of materials to clients to ensure quality and standards.
* Negotiating for businesses with existing customer and looking for new business avenues.
* Work with vendors and supplies to ensure availability of our clients’ needs at all times.
* Office management and ensuring a save and sound working atmosphere at all time.

**ENONCHONG MEMORIAL COLLEGE, MAMFE**

September 2012- June 2013.

**Job Title**: Head of Department and teacher

* Head of department for Economics and Commerce.
* Drafting the scheme of work for the entire department.
* Instructor of Economics and Commerce.
* Class master of form 5, arranging series of meetings with the students to educate them on career prospects and subjects to go in for in the G.C.E Examination.
* Ensuring a strict follow up of the curriculum through daily attendance records and end of month meetings with colleagues.

**NATIONAL FINANCIAL CREDIT BANK, MAMFE**

July- September 2011.

**Job Title**: Student Intern

* Customer services and front office Inquires.
* Account relation.
* Work as a cashier, paying clients and receiving deposits from all accounts.
* Collecting, Analyzing and Treatment of loan files.
* Cross checking cheques for payment, loan files to the loan office, document for the creation of new Account and others.
* Marketing for new customers.

**Interest**

* Reading Travelling
* Sporting watching films and listening to Music