**RESUME (CV)CONTACT INFORMATION**

***NATIONALITY: CAMEROONIAN***

***TEBOH*** 

***EMAIL:*** ***teboh.368965@2freemail.com***

***MARITAL STATUS: SINGLE***

***CURRENT CITY; DUBAI***

***VISA Status “EMPLOYMENT***

***WORK VENUE: REAL ESTATE/AL ZAJEL***

***HEIGHT :182CM***

***FITNESS LEVEL;PHYSICALLY FIT WITH GOOD EYE SIGHT AND EARING***

***SECURITY GUARD***

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**Knowledge Of Languages**

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| **LANGUAGES** | **WRITING/READING** | **SPEAKING** |
| ENGLISH | EXCELLENT | MOTHER TONGUE |
| FRENCH | GOOD | FLUENT  |

**CAREER OBJECTIVE:**

A dynamic smart and interact young man with a sound professional background seeking for placement in any collaborative and challanging environment where integrity and corporate governance are highly valued with the objective to improve my career and support the organization to achieve its goals.

**OVERVIEW:**

A good team worker; efficient and effective communicator with ability to focus on solution; adopt and maintain a constructive approach to continued pressurized.

**Organizational and personal skills:**

* Practically oriented.
* Ability to work under pressure with minimum supervision.
* Honest, self starter, confident and self motivated.
* Always willing to learn and adapt very fast.
* Proactive attitude and image.
* Ability to work in a team with minimum supervisor.
* Flexible and adaptable to change working conditions.
* Hight degree of integrity and discretion of personal conduct
* Able to optimize task and meet deadline.
* Sensible to diversity .
* A good level of attention to details.
* Aways willing to learned

**COMPUTER SKILLS**

Advance data processing certificate

Excellent knowledge of MS office suite with advance computer general knowledge

General computer knowledge and knowledge of computer related appliances .

**WORKING EXPERIENCE**

**CUSTOMER SERVICE**

**worked at the douala international airport (cameroon) :**

 **(7TH JANUARY 2013 to JANUARY 2014)**

* Give operational support in the development and delivery of parnership within the identified portfolois to monitor delivery against set targents and business plan .

MAJOR DUTIES AND RESPONSIBILITIES

**DUTIES**

* Welcoming customers with warm greetings and smile ,usher them in and get them seated to a table depending on their number,present them the manu and offer them water to drink.
* check on customer to see if they are indicating and demanding for their order to be taken ,and then take s customers orders in a friendly and smiling manner making suggestions and giving them the best .
* Co-ordination with planning teams for RFI survey for new sites in zone.
* Enter orders sequential into the system and serve them to custonmer in the standard sequence or as demanded by the customer.
* Answer phone calls on customer orders for delivery and pick up reservations and inquiries and give excellent responses and timing to customer .
* receive deliveries from suppliers and maintain FIFO system of inventory.
* prepare drinks for customers when assigned to ,including soft drinks coffees.juices as per company standard.

Company ; GROUP 4 SECURITY

Duration : 2009-20014

Position : Security GUARD (Customer Service Attendant)

 Responsibilities

Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.

Answer alarms and investigate disturbances.

Monitor and authorize entrance and departure of employees, visitors, and other persons.

Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Call police or fire departments in cases of emergency, fire or presence of authority personnel. Protection of VIP

Circulate among visitors, patrons, and employees to preserve order and protect property.

Personal Security Guard for VIP gust logging in the Hotel.

Bouncers service in Parties where State officials are involve.

Company Name : Al zajel real estate

 Position : watchman Duration : 2015 to 2016

Job Responsibilities

Conducting patrolling in premises

Control access in and out of premises and monitor entrance to prevent intruders

Issue gate passes to Authorized visitors

Report all illegal cases to immediate Operation In-charge

Check all Fire Alarms and ensure a safe work environment

Check and monitor all security access Camera cctv

Preparing daily and Monthly Incident & traffic reports

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- |
| **YEAR** | **CERTIFICATE OBTAINED** | **INSTITUTION** |
| **2009** | **ODINARY LEVEL CERIFICATE** | **NACHO COMPREHENSIVE COLLAGE BAMENDA** |
| **2011** | **ADVANCE LEVEL CERTIFICATE** | **COTEEC BAFUT** |
|  |  |  |
| **2013** | **NATIONAL POLYTECHNIC BAMENDA** | **Diploma in telecommunication technology.** |

Hobbies

* Talking to people, reading and sport.
* Immediate avaliable to joint