CURRICULUM VITAE

**Name : HENRIETTA**

**Date of birth : 16//09/1988**

**Nationality : CAMEROONIAN**

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**Gender : female**

**Visa Status : Tourist Visa**

**Marital status : Single**

**SECRETARY/ADMINISTRATOR**

**Career Objective:**

To obtain a position as a secretary, admin and data entry operator in a people-oriented organization with a challenging environment, to achieve the corporate goals, and to maximize my secretarial skills and experience.

**Summary of Skills:**

* Strong experience of data entry
* Excellent typing speed, accuracy, and data interpretation skills
* Remarkable organizational, computer, and time management skills
* Ability to work with numerical and alphabetical data
* Honest, professional, and hard-working person
* Good communication, interpersonal, and coordination skills

**Work Experience:**

Data Entry Operator/Admin/secretary  
DOUALA REGIONAL HOSPITAL CAMEROON 2013-2016

* Entering, updating, and verifying patient's information and lab reports data
* Ensuring accuracy of data entered into the computer program
* Tracking supporting documents for verification of data
* Sorting, batching, and archiving files for easy access
* Printing, collecting, and distributing reports as per demand
* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Maintained office scheduling and event calendars.
* Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
* Set up and handled incoming mail and office filing systems.
* Collected and coordinated the flow of internal and external information.
* Managed office equipment and office space.
* Established the administrative work procedures for tracking staff’s daily tasks.

ZENITH INSURANCE YAOUNDE CAMEROON  
Data Entry Operator/Admin: February 2011 - September 2013

* Managing reports, memos, and correspondence for internal and external purpose
* Answering telephone calls, emails, and letters from existing and new customers
* Scheduling, organizing, and coordinating business meetings and conference calls
* Making travel arrangements for executives and preparing expense vouchers for accounting purpose
* Maintaining and ordering office supplies for main office and branches
* Ensuring confidentiality of company's documents and timely starting and completion of projects
* Assisting in drafting contracts and bids in a timely manner

**ORGANIZATIONAL AND PERSONAL SKILLS**

• Practically oriented.

• Innovative with good analytical skills, loyalty, faithful, obedient, willing to work under pressure.

• Good attitude for team work.

• Always willing to learn and adapt very fast.

• Can conveniently work with people from multicultural background.

• Very good communication skills and good in human relationships, enthusiastic, and have excellent customer service skills.

* Computer literate(MS EXCEL,DATA BASE,POWER POINT,WORD etc)
* Technical skills
* Teaching skills

**Education:**

* High School Diploma  
  2009
* BSc in Sociology and Anthropology
* Advanced Diploma in HRM from institute of Commercial Management Bournemouth England
* Btech in Human Resource Management

**LANGUAGE PROFICIENCY**

ENGLISH: Fluent.

FRENCH: Average

**Reference:** Available on request