**CURRICULUM VITAE**

**BIO-DATA**

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# **Personal Information:**

Name : KEMBOU

[KEMBOU.372512@2freemail.com](mailto:KEMBOU.372512@2freemail.com)

Gender : Male

Nationality : Cameroonian

Date and Place of Birth : 12 July 1988 at Bafoussam

Matrimonial Status : Engaged

Languages : English & French

Height : 1,76m

Weight : 73kg

# **Objective Career:**

Seeking a position where my excellent communication skills, Roller skating Training capacities, computer software knowledge and organizational abilities will be helpful in contributing to the organization development with impressive performance.

# **Linguistic competence:**

|  |  |  |
| --- | --- | --- |
| **LANGUAGES** | **WRITTEN** | **SPOKEN** |
| English | Excellent | Excellent |
| French | Very Good | Very Good |
| Arabic | Beginner | Beginner |

# **Roller Skating Career Summary:**

* 2000: Beginning of the skating career;
* 2011: 5th Position Junior Nationally;
* 2012: 3rd Position Junior Nationally;
* 2012: Training Certificate obtained from *Christophe Audoire (WICOACH)*;
* 2012: Hotel Speed Roller Club Coach;
* 2013: President of Hotel Speed Roller Club;
* 2013: Centre Region: 2 Awards: 1st and 2nd Champion in 10 000m and 1 000m respectively;
* 2013: 3rd Position Senior Nationally;
* 2014: Presentation of *HOTEL SPEED ROLLER CLUB-YouTube slide show*
* 2014: Littoral Regional Champion on 45km race tract;
* 2014: ViceNational Champion;
* 2015: Meeting with Fabien Caron, Presentation of Cameroon Roller Skating, Presentation of different Clubs and Skating sites and demonstration of activities *(Cameroon* [*Inline Speed Skating - YouTube*](https://www.youtube.com/watch?v=xW3q_JeVBM4)*);*
* 2016: Roller Skating in *Cameroon- speed training tips # -YouTube*
* 2016: Interview by Cameroon Radio Television (CRTV) (*KEMBOU KEMGANG LIBERT- interview on CRTV-Youtube*)
* 2016: Centre Region: 2 Awards: 1st and 1st Champion in 500m and 60Km respectively;
* 2016: Vice National champion (2016)

# **Teaching career summary:**

* English Part Time Teacher at Mario International college (Mendong 2010-2017)
* English Part Time Teacher ITSE college (Mendong 2010-2017)
* English Part Time Teacher at EHS college (Obili 2010-2017)
* Part time/Personal English Teacher (Mendong, Biyem-Assi; 2010-2017)
* English Assistance Teacher at University of Yaounde I to undergraduates (2014-2017)

# **Professional Experience:**

LADY L (Nov 2012 – Jul 2013)

MILANO RESTAURANT (Oct 2013- Dec 2015)

* In charge of receiving and greeting customers and visitors;
* In charge of taking and delivering telephone calls to the different administrative personnel;
* In charge of receiving mails and delivering them to the appropriate administrative personnel;
* In charge of maintaining filing systems;
* In charge of monitoring appropriate use of office supplies and oversee inventory;
* Respond to inquiries and provide appropriate secretarial support;
* Manage repair and maintenance of computer operating systems and network system in case of emergency;
* Two-years drill (Computer and Network maintenance) at GIC RVS à Bafoussam

(2007-2008)

* Very good mastering of soft and hardware (Microsoft Office, antivirus, Installation, Formating etc…)
* Commercial Agent at ***GUINNESS FOOTBALL CHALLENGE*** (Year 2010)
* Computer Cell Crew at ***GUINNESS FOOTBALL CHALLENGE*** (Year 2011)
* Computer and Network Maintenance, Secretary Technician and Assistance Manager at OFFICE FIRST PRINT (2012-2014)
* Computer and Network Maintenance, Book Binder, graphic designer, Secretary Technician and Assistance Manager at ***IT PRO SOLUTION SHOP*** (2014-2016)
* Reprographer, Book Binder, assistant graphic designer and apprentice GTO printer at ***MAGIC SYSTEM*** printing press (2016-2017)
* One-year experience at LGL Transport as phone marketing agent and Transport organiser for sales goods.
* 6 years of experience as a secretary with proven track record of successfully managed projects and meeting deadlines systematically.
* Providing full secretarial support to a department of 8 employees by utilizing superior organizational and planning skills.
* Responsible for implement work processes to develop efficiency, manage organized events and functions and deal with clients at all levels.
* Responsible to resolve problems by problem- solving and decision-making tactics.
* Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager.
* Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company’s objectives.
* Responsible to preserve relationship with clients to understand their requirements.
* Responsible in handling and motivating 20 employees in achieving their goals and objectives.

# **Keys and Strengths:**

* Outstanding communication and written skills.
* Good presentation and organization skills.
* Self-motivated and good motivator.
* Good knowledge of clerical work.
* Professionally trained.

# **Academic Background:**

* First School Leaving Certificate 2000
* Ordinary Level 2007
* Advanced Level 2009
* Bachelor’s Degree English Language 2013
* Masters I English Language 2014
* Masters II English Language 2015

# **HOBBIES:**

Roller skating, running, bicycle riding, Rap, RnB…

# **Declaration:**

I hereby declared that my CV contrary to others is not a pre-fabricated one. All statements in it are true and can be verifiable during walk-interview, if given the possibility, with images and some other work records carefully kept for the best of knowledge and belief.