**CURRICULUM VITAE**

**Identification/Personal Details**

*Name:*  **Tandiba**

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*Nationality:*  **Cameroonian**

*Gender/ Marital status:* **Male/Single**

Acquired BSc in Agriculture in 2017, specialized in Crop production. An expert in the trade of electronic gadgets, phones and laptops in particular, with over 4 years of experience in that capacity. Does basic computer software and hardware maintenance for 3 years now.

Highly dynamic with an excellent employment record of accuracy and client satisfaction. Very smart and aims at achieving targets to ensure the company’s full objectives are met. Able to work well independently or as part of a team; to bring out the best of myself by using my experience in serving my employers optimally, thereby realizing the organizational goals and objectives. I will therefore be very glad to join your dynamic team of experts if the management deems so.

**Applied Position: Sales Executive**

**Personal skills**

* Dynamic.
* Very neat.
* Psychological, logical, analytical.
* Critical thinker, finding solutions and getting things done.
* Physically strong, powerful, energetic, and high fitness level.
* Hardworking, committed, humble and loyal.
* Serviceable, attentive to details, public Speaker.
* Mentor, inspiring and a counsellor.
* Business and human resource manager.
* Great team work ability and can also make smart decisions on my own when need be.
* Works well under pressure.

**Education and Qualification**

* **BSc. Agriculture (Specialized in Crop Production),** **2017.**
* **General Certificate of Education, Advance Level (GCE A/L**) in: Mathematics, Further Mathematics, Biology, and Chemistry, **2011.**
* **General Certificate of Education, Ordinary Level (GCE O/L)** in: Mathematics, Additional Mathematics, Physics, Religious Studies, Biology, Chemistry, Economics, English Language, Geography, and Human Biology, **2008.**
* **First School Living Certificate, 2003.**

**Work Experience/Employment History**

**Assistant IT Officer/Marketer in a microfinance 2017-2018**

* Helped in the purchase of the best quality computers affordable by the organization, and privately by some workers, thereby enhanced optimum production.
* Formatting and reinstalling the operating systems of the computers being used at the micro finance, ensuring their smooth functioning.
* Constantly checking the machines and ensured the computers are in good shape, and the software up-to-date for maximum productivity.
* Marketer, promoter of the newly establish microfinance, creating awareness throughout the entire district.
* Calling customers, meeting, and sensitizing them about the microfinance, as such was highest in the month of December 2017, among all the employees, to bring in new clients saving their money in the microfinance.
* Registering the client’s information in the system.
* Organizing advertisement campaigns and helped the organization to gain grounds in the market.
* Doing door to door advert, and got new clients for the microfinance.
* Distributing flyers and T-shirts and spread the awareness of the microfinance to the public.

**Self-employed Merchandiser from 2014 - present.**

* Dealing with electronic gadgets, phones and laptops in particular.
* Taking contracts to supply from clients, doing do to door delivery, gaining grounds in the market, making clients more comfortable, meeting the needs of the society.
* Buying from suppliers particularly in the economic capital, as such made a good profit, sustainable enough to carter for rents, school fees and personal upkeep.
* Supplying to organizations, and individuals on command.
* Sales to other client throughout the country Cameroon.
* Training buyers how to use the gadgets efficiently and effectively, meeting up with their desires and expectations, building trust and confidence between clients and me.
* Acquired skills in basic computer software and hardware maintenance, and served my clients when need be, and retained my clients.

**Private driver from 2017-2018**

* Driving the car owner around town for her to run her errands.
* Running her errands at times, enhancing her productivity.
* Taking the car to the garage for maintenance and when there is a problem, and ensured smooth functioning of the car when there is a task to accomplish.
* Cleaning the car whenever it is dirty, constantly maintaining a good reputation.

**Secretariat duties 2009-2010**

* Recording applicants’ identification forms, before the forms are sent to the head office for the identification card processing, clearing of the work load 2 times faster than expected.
* Cut passport size photos, and fit on the appropriate positions on the form.
* Plasticizing identification card receipts and other documents, and distribution of identification card receipts to applicants, facilitating production.
* Checking and distributing original identification cards to applicants.

**Self-employed Famer 2004 - present**

**Crop Production**

* Dealing with crops such as maize, beans, potato, cocoyam, cassava, okra, and carrots.
* Clearing the grass on the farm.
* Tilling the soil.
* Watering the crops.
* Weeding the grass.
* Applying organic manure and fertilizers.
* Spraying of herbicides and pesticides.
* Harvesting of crops from the farm.
* In all ensured the proper growth and reproduction of the crops, with optimum yields.

**Animal Husbandry 2009 -present**

* Dealing with livestock such as fowls, pigs, and goats.
* Buying feed for the animals.
* Giving food and drinking water to the animals.
* Giving medications to the animal.
* Cleaning the poultry and pent when dirty.
* In all ensured the proper growth and reproduction of the animals, with optimum production.
* Sales of the animal, when they are mature.

**Charity 2012-present**

* Visiting the orphanage with different organizations.
* Encourage the less privilege with motivational talks, build self-confidence in them.
* Offering gifts. Sensitizing them on health tips like hygiene, puberty and enhanced their living standards.

**Hobbies and Interest**

* Enjoys reading books and articles, by sound authors who add value to the society morally and ethically by their writings.
* Enjoys listening to eloquent and motivational speakers, building my public speaking capacity.
* Likes teaching, disseminating knowledge, adding value to the society.
* Likes traveling and visiting friends, relatives and the less privilege, impacting my generation.

**Computer Skills**

* Good in basic computer software and hardware maintenance, to ensure proper functioning.
* Good Typing Speed.
* MS OFFICE: Good user of MS word, MS excel, and PowerPoint.

**References**: To be furnished upon demand.