**CURRICULLUM VITAE**

**Personal Information**

**Name: ADEBERT**
**Date of birth:** 23/03/1989
**Visa status:** Tourist
**Gender:** Male
**Nationality**: Cameroonian
**Marital status:** Single
**Email address:** adebert.382732@2freemail.com

**OBJECTIVES:**

Dedicated and Hardworking, office boy, Personal Assistant, Sales and Market.Quick learner having strong public relation and customer service skills, ability to interact with cross-functional departments, with a high degree of professionalism, discretion and problem resolution capabilities.Ability to diplomatically resolve problems and diffuse tension.Team-player, critical thinker, effective planner, along with excellent communication, self-correspondence and interpersonal skills.With the expert level in quality and productivity.versatility in computer software such as Microsoft office Word and Excel.

 Seeking for an office boy job in a corporate office where I can utilize my administrative skills and adapt new abilities.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Administrative skills
* Computer kwoledge skills
* Accounts skills
* Corporate Relations
 | * sales and marketing support
* Team player
* Cross cultural communication
* Problem solver
 |  |
| * Customer Service
 |  |  |
| * Excellent Interpersonal Skills
 |  |  |
| * Invoice handling
 |  |  |

**EXPERIENCE 1**

**POSITION:** Office boy.(3years)

Company EMMACAM SARL YAOUNDE Cameroon\(2015-2018)

RESPONSIBILITIES:

Manage and organise overall papers and files.

Type down necessary papers for the office.

Respond all the calls very sincerely and respectfully.

Deliver mails and pick up messages, documents, from anywhere necessary.

Handle basic administrative duties like photocopying, scanning, filling and maintaining documents

Answering incoming calls and taking messages when appropriate

Welcome guest and serve refreshments.

**Customer service March 2013- Nov 2015**

 **Company: MTN Cameroon Douala (2yrs)**

**Responsibilities**

* Creation of MTN Mobile Money Accounts to our clients
* Explaining and showing them the advantages of having a Mobile Money Accounts
* Directing the customers on what they need on where to get what they need.
* Advertising company’s new offers to customers.
* Crediting their mobile money accounts and introducing them to our other products and service.

**Educational Profile**

**Campiemp grade one teacher certificate**

**Diploma in computer science**

Advance Level certificate

Ordinary Level certiificate

**Languages.**

English: written, reading, speaking

French: reading and speaking

**Computer Skills.**

MS Office: Word and Excel

**References and certificates are available upon request.**

**Declaration:**

 I hereby declare that the information given is correct to the best of my knowledge and belief that I have not withheld any information that may affect my suitability for employment.