#### M:\Personal Folders\ELIZABETH\W21297.jpgCurriculum Vitae

**OFFICE ADMINISTRATOR, EXECUTIVE SECRETARY,HUMAN RESOURCE ASSISTANT AND RECEPTIONIST**

YINDE

yinde-392534@2freemail.com

Nationality: Cameroonian

Visit Status: Employment

🙪**OBJECTIVE:-**

A team player with a commitment to customer service through 2 years work experience in various administrative roles, who possess the ability to communicate confidently at all levels. With a reputation for delivering high quality and personal service to my work, I possess plenty of initiative and a great desire to contribute to the ongoing success of any office. Apart from being highly organized, I believe my strong background and experience in a customer focused environment makes me a great asset for your organization. Currently looking for an Office Administrator role where I can join a dedicated team and continue to grow professionally.

🙪**SKILLS:-**

* Proficiency in Microsoft Excel and Word
* Fluent in writing and Communication
* Highly organized
* Good Leadership skills
* Attention to details
* Telemarketing
* Basic use of Tally

🙪**WORKING EXPERIENCE:-**

**Administrative Secretary**

**Meaptaship Sharjah UAE 1 year 4 months**

🙪**Duties and Responsibilities:-**

* Meeting, greeting and talking to visitors at all levels of seniority
* Answering all incoming calls and then transferring them to the relevant person or department.
* Providing administrational support to the management team.
* Using specialist office software (such as word and excel) to process information.
* Recording accurate financial and expense spreadsheets.
* Taking on small administrative projects within different areas of the company.
* Create and maintain filing and other office systems
* Contributes to the team efforts by preparing quotations and submittals to clients.

 **Office Administrator**

**Bongalo24 Group Cameroon for 3 years.**

* Selling of products online.
* Getting customers feedback from products bought from the company
* Meeting, greeting and talking to visitors at all levels of seniority
* Answering all incoming calls and then transferring them to the relevant person or department.
* Providing secretarial support to the company, handling and screening of incoming calls and random visitors in the company .
* Using specialist office software (such as word and excel) to process information.

🙪**QUALIFICATIONS:-**

* Bachelor of Technology in Business Management
* Higher National Diploma in Business Management

🙪**ACHIEVEMENTS:-**

* Obtained a one year scholarship from the Catholic University of Buea
* Second best graduating student from the Catholic University of Buea

 In the department of Management from the College of Business and Technology.

* Best time management employee from Bongalo 24 group Cameroon.