**SUMMARY**

A pleasing personality with a clean professional appearance and positive work attitude; competent in performing general office administrative and clerical duties for the smooth functioning of the office. Annih has 5years proven work experience as office support staff, familiar with office management systems and procedures. A culturally aware individual with unique ability to live and work with persons from different backgrounds and culture, having good communication and interpersonal skills; ability to prioritize and to manage time efficiently. Now seeking an opportunity with a dynamic team in order to contribute in improving cooperate and individual results.

# CONTACT INFORMATION:



**Annih (AMAIBM)**

**SECRETARY**



[annih-396486@2freemail.com](mailto:annih-396486@2freemail.com) Cameroonian

Visit Visa, No Notice Period

# KEY SKILLS:

* Handle reception functions.
* Proficient in MS Office Suite
* Maintain diaries/calendars, schedule events, meetings and appointments.
* Handle staff travel arrangements.
* Handle outgoing/incoming correspon- dence (e-mail, letters, packages)
* Handled confidential documents.
* Take dictations and transcribe recorded tapes/rough drafts into digital files.
* Take minutes and prepare reports.
* Maintain office supplies and equipment
* Organize office work areas.
* Conducts research and write reports.
* Maintain electronic and paper records
* Fast typing speed. Type, copy scan, fax.

# EDUCATION:

* Certified Secretary & Associate Member, American Institute of Business and Management, Oct. 2019.
* QR Attestation - Office Admin/Executive Secretary, Sept. 2019, Knowledge and Human Development Authority (KHDA), Dubai - United Arab Emirates.
* Associate Degree
* High School Diploma

# WORK EXPERIENCE:

## General Trading (Import-Export) Dubai, United Arab Emirates Office Assistant / Archive Clerk Aug, 2017 – Mar, 2018

* Maintained the Staff Attendance Records and company Directory
* Received, sorted and distributed correspondences/deliveries to the appropriate persons/departments.
* Assisted in typing administrative documents and sending emails.
* Controlled the cleanliness and comfort of office work areas, furniture and equipment, reception, kitchen and rest rooms.
* Prepared and served tea/coffee and snacks to staff and guests.
* Took dictations, transcribed recorded tapes and draft documents into digital files.
* Managed manual and digital filing systems and regular backups.
* Handles all clerical duties like typing, copying, scanning documents

## Pinnacle of Success Academy, Yaoundé - Cameroon.

**Administrative Assistant / Receptionist July, 2015 – July, 2017**

* Received, screened and redirect phone calls when appropriate.
* Maintained executive’s agenda and assisted in planning

appointments, board meetings, conferences and travels.

* Attended meetings took minutes and prepared reports.
* Handled and prioritized all outgoing or incoming correspondence (e-mail, letters, packages etc.)
* Handled confidential documents ensuring they remain secured.
* Prepared invoices/financial statements and provided assistance in bookkeeping.
* Monitored office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.
* Maintained electronic and paper records ensuring information is organized and easily accessible.
* Conducted research and prepared presentation/reports as needed

## Wise Bilingual Institute Mfou, Yaoundé - Cameroon.

**Office Secretary / Receptionist Sept, 2012 – June, 2015**