**First Name of Application CV No 450372**

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**Date of birth: 2nd September 1991**

**Marital status: single**

**Languages: English and French.**

Nationality: Cameroonian

CV FOR OFFICE ASSISTANT/FRONT DESK EXECUTIVE

**Profile Overview**

I am a conscientious professional and result oriented person with a comprehensive background in Mass Communication and Administrative Management. I am highly skilled in Customer Service, Press Researching, quick learning, listening and editing with the ability to rapidly implement organizational integration, easily assimilate job requirements and aggressively act on new ideas, concept, policies and technologies.
I am an Excellent English speaker, with superb reading and writing abilities due to my Public Relations, Journalism and Mass Communication. I am a team player and very much business development oriented. I am also a proactive and innovative person with the drive to achieve results in difficult operating environments.

**Key Skills, Core Strengths and Competencies**

* Administrative experience: Organization, dependability and enthusiasm in a school milieu.
* Computer and relevant technology literacy: Word, Excel, Outlook, PP, Internet.
* Detail oriented: Meticulousness in keeping records and making reports.
* Great communication skills: Outgoing personality and cheerful interpersonal dealings.
* Self-organized, initiator, independent worker, ability to multi-task and prioritize.
* Team-worker, but works independently when necessary.

**Educational Qualifications**

* Bachelor degree in media studies (University of Buea)
* High-school diploma( Saint Aloysius Minor Seminary Kumbo)

**Professional Experience**

**DIAMOND UNIVERSITY COLLEGE BUEA, CAMEROON (Jan 2013 – Nov 2014)** Office Assistant

***Key Functions:***

* Kept detailed records of important conferences such as board meetings and committee meetings.
* Word-processed documents, edited and proofread when necessary, wrote thank-you letters and prepared mailing lists.
* Managed incoming and outgoing mail/emails/checks and kept a daily deposits ledger.
* Helped university staff with administrative issues on a regular basis.
* handled group press releases
* internal and external communications
* Did school practical awareness campaigns

***Administrative Assistant:* FERIC POLYTECHNIC BUEA( Nov 2014- Nov 2015**

* Acted as initial point of contact for inquiries and requests and directed
people to those who could be of assistance.
* Answered phone calls in a professional and helpful manner.
* Provided information regarding programs, courses, policies, and
procedures to internal and external contacts.
* Interacted with a large number of staff, students (pre-college), faculty,
and parents.
* Promoted a positive work atmosphere by behaving and communicating in
a manner that supported students, staff, parents, and the general public
* Ordered, distributed and managed office inventory, keeping work space
neat and organized.