

Name : **ANNIH**

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**SUMMARY:**

I am an ambitious and personable individual who has studied and acquired certificates in both the English and French systems of Education; speak, read and write both languages and has experience as administrative assistant/Administrative Secretary, Front Desk Receptionist and Teacher of English language and Literature in English. I have an open mind to learn and ability to work under pressure and set time limit, with a good team spirit and excellent communication ability. I seek a role to apply my knowledge and skills acquired.

**EDUCATION AND QUALIFICATIONS:**

**2014-2016:** University of Yaounde II (Republic of Cameroon)

Faculty of Laws and Political Science (Faculté des Sciences Juridiques et Politiques)

Private Law (Droit Privé), Level 3 -Degree Level ( Niveau Licence III)

**JUNE 2012:** Vocational Qualification Certificate (Certificat De Qualification Professionnelle)

in Human Resources Management (Gestion Des Resources Humaines)

**MODULES INCLUDE**: Labour Law (Droit au Travail) ; Initiation to Accounting and Statistics (Initiation à la Comptabilité et aux Statistiques); Economic, Social and Legal Environment of the Entterprise (Environment Economique, Social et Juridique de l’entreprise) ; Human Resources Function and Leadership Tools (Fonction Resource Humaines et Outils de Pilotage) ; Competence Management (Gestion des Competences) ; Salary and Wage Management (Gestion de la Remuneration et de la Paie) ; Carrier Management (Gestion Des Carrieres) ; and lastly, Communication within the Enterprise (La Communication en Entreprise).

**DISSERTATION:**Towards the award of a Certificate in Human Resources Management

**TOPIC:** Motivation of Employees: Determinant Factor in the Attainment of results for

Companies ( 17/20)

**CASE STUDY:** Cameroon Development Corporation.

**JUNE 2007:** GCE ADVANCED LEVEL (14/20) POINTS

**JUNE 2006:** GCE ORDINARY LEVEL: SUBJECTS AND GRADES: (COMMERCE – A; ECONOMICS – B; ENGLISH LANGUAGE – B; FRENCH – C; HISTORY – A; MATHEMATICS – C; RELIGIOUS STUDIES – B)

**WORK EXPERIENCE:**

**NOV 2009 – DEC 2010:** Front Desk Receptionist at Tiko Airport Hotel.

**Experience:**

- booking of customers

- complete procedures when guests arrive and leave

- choose rooms and handout keys and make guest feel

Comfortable till end of their stay.

- prepare bills and take payments

- know the problems of guests and ensure they receive a

solution. Also pass on all necessary information to them

- Deal with special requests from guests

**JULY – OCT 2011:** Intern at the Cameroon Development Corporation,

Human Resources Department.

**Experience:**

- Recruitment

- Preparation of Contract Letters

- Staff Appraisal and Remuneration

**JAN – JULY 2012:** General Labor Staff working with the Cameroon Develop-

ment Corporation - Ekona Banana Estate

Experience:

- worked in the field (banana plantation) - weeding

- processing (selection of good banana for exportation)

**SEP 2012 – JUNE 2015:** Employee with Wise Bilingual Institute Mfou

(Yaounde – Cameroon)

**Posts occupied:**

Teacher (English Language and Literature in English)

Boarding Mistress

Administrative Secretary

**SEPT 2014 – JUNE 2016:** Employee in Pinnacle of Success International School as

Administrative Assistant.

**Experience:**

- Provided administrative support to ensure efficient

operation of the office

- Supported principal, School Coordinator, Teaching and

other staff members through a variety of tasks related to

organization and communication while ensuring that all

duties assigned were completed accurately.

- Answered and directed phone calls while maintaining a

Contact list

- Discipline and working as part of a team.

- Organized and scheduled meetings and appointments.

- Produced and distribute correspondence memos, letters

and in the preparation of regularly scheduled reports.

- Developed and maintain a filing system.

**ADDITIONAL SKILLS:**

- IT skills:

\*Microsoft Office (Word, Publisher, Power Point)

\*Social Media and Web Content

- Interpretation and Translation skills

(from French To English)

- Hospitality

**INTERESTS AND HOBBIES:**

- Reading

- Sports

- Music

**LANGUAGE SKILLS:**

- ENGLISH: (Read, Write and Speak)

- FRENCH : (Read and Speak - GOOD)

(Write - FAIR)