Name : **ANNIH**

**ANNIH.317365@2freemail.com**

**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)