CURRENTLY ON VISIT VISA

**TASAH**

**tasah.381001@2freemail.com**

LANGUAGE: **ENGLISH/FRENCH**

 Administrative Assistant with 5+years of experience preparing flawless presentation, assembling facility reports and maintaining the utmost confidentiality; possess a B.sc in BANKING AND FINANCE and of course five different International Diplomas in Business Management**; BANKING AND FINANCE, HUMAN RESOURCES MANAGEMENT, EFFECTIVE BUSINESS COMMUNICATION, MARKETING IN BUSINESS MANAGEMENT, BUSINESS ORGANIZATION AND ENVIRONMENT, at CAMBRIDGE TRAINING COLLEGE BRITAIN/DUBAI** and expertize in Microsoft excel looking to leverage my knowledge and experience into a role as project manager.

**PROFESSIONAL EXPERIENCE**

OLAM CAM S.A July 2013 to Nov 2017

**ADMINISTRATIVE ASSISTANT**

* Schedule and coordinate meetings, appointments, and arrangements for supervisors and managers
* Trained two administrative assistant during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organizational practices, saving the company $3000 per year in contracted labor expenses
* Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.

UNIVERSITY OF BUEA CAMEROON Oct 2012 to Nov 2017

**SECRETARY**

* Created a more efficient word database for forms, letters and documents, which decreased production time by 20%.
* Instituted systems and procedures for general accounting and human resource functions, which brought more consistency and reduced mistakes.
* Entrusted to manage high-priority projects, including office downsizings, relocations throughout the Midwest and launch of applicant tracking system that accelerated job-fill times by 25%
* Provided administrative support for senior managers that included coordinating; arranging travel and creating reports, spreadsheets, PowerPoint presentations and board meeting minutes.

**EDUCATION**

Bachelor’s degree in BANKING AND FINANCE Oct 2011 to July 2014

FiveInternational Diplomas in Business Management, Cambridge Training College Britain/DUBAI Dec 2017 to Feb 2018;

* Banking and Finance, Human Resources Management, Effective Business Communication, Marketing in Business Management, Business Organization and Environment.

**ADDITIONAL SKILLS**

-Excellent knowledge in micro soft office with a focus on excel, power point

-Bilingual English and French