**CURRICULUM VITAE**

 Name : Charlene

Nationality : Cameroonian

Visa. : Tourist Visa

Marital Status: Single

E-mail : [Charlene.383277@2freemail.com](mailto:Charlene.383277@2freemail.com)

Date of birth : 11/07/1988

**Position: Front Desk/ Receptionist.**

**Career Objectives:** A highly motivated, confident Individual with exceptional multi-tasking and organizational skills, seeking to gain work experience while supporting organizational goals and objectives through hard work, professionalism and sustain integrity. I am energetic lady with a brilliant educational background. Am very fluent in English and French

**RELEVANT SKILLS**

* Telephone Skills,
* Verbal Communication,
* Microsoft Office Skills,
* Listening, Professionalism,
* Customer Focus,
* Organization,
* Informing Others,
* Handles Pressure

**WORK EXPERIENCE**

**October 2017-May 2018. My Business Consulting DMCC. Database Controller/Receptionist**

* Collect, scan and upload documents following set procedures.
* Ensure all corporate documents are collected and registered in Project Manager System
* Document Management for everyday operations, maintenance and quality control
* Notify personnel of updated document versions and how to access them.
* Ensure all documentation are correctly identified, distributed and filed/stored
* provide general administrative and clerical support

January 2016 –August , 2017. Receptionist/Office Admin. BOIMOA Engineering. Cameroon.

November 2014- October 2015. Spicy Pieces 101 Restaurant. Leyton, London.- Senior Supervisor

November 2012-January 2013. United Nations Population Fund (UNFPA) - South Africa. Finance and Operations Assistant

June- July 2008. World Food Program (WFP) under the United Nations – Cameroon. Operations at Port Intern

**December 2008 – August 2010.Trust Fund Enterprises LLC Ajman-Receptionist/Admin**

**Responsibilities**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Sorting and distributing post.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed

**EDUCATIONAL BACKGROUND**

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| * **DATE** | * **CERTIFICATE** | * **NAME OF INSTITUTION** |
| * 2003 | * GCE “O” LEVEL CERTIFICATE | * St Bede’s College, Cameroon |
| * 2006 | * GCE “A” LEVEL CERTIFICATE | * St Augustine’s College, Cameroon |
| * 2007 | * HND MANAGEMENT | * Our Saviour Polytechnic, Nigeria |
| * 2010 | * BSc MANAGEMENT & MARKETING | * Monash University, South Africa |
| * 2014 | * MBA INTERNATIONAL BUSINESS MANAGEMENT | * Cardiff Metropolitan University, England |

## Excellent Operating software:

* Microsoft, Excel, PowerPoint

LEISURE:

Browsing the internet

Praying

Movies, Travel