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|  |  |  | **Cynthia**  |
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|  | **Personal Details:** |  |  |
|  | ***Address:*** |  | Dubai, UAE |
|  | ***E-mail:*** |  | cynthia.385937@2freemail.com  |
|  | ***Sex*** |  | Female |
|  | ***Date of Birth:*** |  | 21st November 1988 |
|  | ***Status:*** |  | Single |
|  | ***Visa Status:*** |  | Visit Visa |
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|  | ***Profile*** |  | **Energetic and dedicated HR cum Admin assistant who is able to work as part of team and** |
|  |  |  | **manage several priorities at any one time**. **Holder of a BSc in Biochemistry, with Dubai (U.A.E)** |
|  |  |  | **experience in a multicultural environment. Dynamic, outgoing, professionally dependable and** |
|  |  |  | **detail oriented with sound experience attending to clients, customers, associates and other** |
|  |  |  | **callers.** |
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|  | ***Academic Qualifications:*** |  |  |
|  | ***2013*** |  | **BSc. In Biochemistry** *(Specialty: Clinical Biochemistry):* **University of Dschang, Cameroon** |
|  | ***2006*** |  | **LCHS Mankon: GCE A/L** |
|  | ***2004*** |  | **GHS Bafut: GCE O/L** |
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***Experience:***

***Sept 2016 – Nov 2018***

***Nov 2013 – Dec 2015***

**Admin Assistant cum HR Assistant : Big Boys Interiors Design LLC, Dubai, UAE** Duties:

* Acting PRO liaising with various government departments (Civil defense, Dubai Municipality, Ministry of Human Resources, Immigration and RTA) when necessary for efficient day to day company activities
* Kept track and arranged documents for medical tests, emirates ID to ensure timely issuance/renewal and cancellation of labor cards, and residence visas
* Prepared final settlements and leave settlements in accordance with MOHRE policies
* Acted as first point of contact for anyone enquiring about a vacancy and scheduled interviews
* Prepared and edited documents including Offer letters, Bank letters, Disciplinary letters
* Coordinated all company renewals such as medical insurance, vehicle Registration, Public Liability, Project insurances, Trade License and Tenancy contracts
* Filed documents and HR records both electronically and in hard copies
* Adhered to office policies especially regarding confidentiality
* Scheduled meetings, appointments and travel arrangements for management/employees
* Welcomed guests courteously, answered phone calls/emails and rerouted to relevant parties
* Maintained attendance and overtime records for workers
* Monitored and placed orders for office stationery
* Performed other clerical duties as assigned and general office work including maintenance and repairs

**Customer Service agent for Nexttel, North West Region Cameroon** Responsibilities

I received calls, attended to clientele complains, sold directly to clients, gave directives and educated clients on new products and usage, gave feedback to management.

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|  |  | ***Internships*** |  | Lab Technician: Hope Services Clinic, Yaounde , Cameroon– June 2012 to July 2012 |
|  |  |  |  | Lab Technician: Presbyterian Health Centre, Bafut – April 2014 |
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|  |  |  |
|  |  | ***Computer Skills*** |  | MS Office: MS Word, MS Excel, MS Power Point |
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|  |  | ***Languages*** |  | English & French |
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|  |  | ***Interests*** |  | Reading professional magazines/news papers, Music |
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