** NAME: EMELDA AWAFRI FONJAH**

 **Email: fonjahawa50-390828@gulfjobseeker.com**

 **NATIONALITY: CAMEROONIAN**

 **VISA: VISIT VISA**

**CAREER OBJECTIVE**

To succeed in and environment of growth and excellence and earn a job which provide me with satisfaction and self-development and help me achieve organizational and personal goals

**CAREER SUMMARY**

 Administrative assistant /Receptionist with over 4 years’ experience working in a private sector. Diplomatic, personable, adept in managing sensitive situation. Highly organized, self-motivated, proficient with computers, with training in executive secretary management.

**CORE COMPETENCES**

* A good communicator
* Active listening
* Costumer service,
* Attention to detail,
* Presentation, multi-tasking, Good team player
* Self-motivated
* Time management
* IT literate

**EDUCATIONAL BACKGROUD**

* Bachelor degree in economics

**TRAINING**

* Executive secretary management training knowledge point Dubai
* Health and safety training HSE Council Dubai
* Computer training laurate Bamenda Cameroon
* Teacher’s grade 1 training Bamenda Cameroon

**CERTIFICATE**

* CDP UK Certificate in Executive secretary management (2019)
* Diploma in computer
* NEBOSH IGC1, NEBOSH IGC2, IOSH in health and safety (2018)
* Teacher’s Grade one (2014)
* Advance Level (2010)

**WORK EXPERIENCE**

**Spice and Ice longue Restaurant Dubai UEA (2016-2018)**

**Administrative Assistant/Front desk Receptionist**

* Receive and screen phone calls and redirect them when appropriate
* Handle and prioritize all outgoing or incoming corresponded (e-mail, letters, packages etc.)
* Make travel arrangements for executives
* Handle confidential documents ensuring they remain secure
* Prepare invoices or financial statement and provide assistant in booking
* Monitor office supplies and negotiate terms suppliers to ensure the most cost -effective orders
* Maintain electronic and paper records ensuring information is organized and easily accessible
* Assist in planning appointments, board meetings and event etc.
* Support by conducting research, preparing statistical report, handling information requests
* Performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

**Executive secretary /Personal Assistant**

**Cameroon Report News Agency (Bamenda-Cameroon)2013-2016**

* Responsible for supporting high -level executive and management or entire departments.
* Atten meetings and keep minute
* Prepare agenda for meetings
* Keep confidential document in a filling manner
* Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing handling visitors, routing callers, and answering questions and request.
* Manage travel and schedule.
* Arrange for outgoing mail and mail packages to be picked up.
* Prepare statistical report and manage spread sheets
* Conduct research and prepare presentation or report as assign
* Prepare confidential and sensitive documents
* Coordinates office management activities.
* Determine matters of top priority and handle according
* Helps prepare office budget
* Plant event and volunteer activities.
* Maintain office procedure.

**COMPUTER SKILL**

* Micro soft (word, excel, outlook, PowerPoint)
* Internet

**LANGAUGES**

* English (Excellent)
* French (understanding)
* Pinging (Native)

**AREAS OF INTEREST**

* Watching football (champion league, la league)
* Listening to Africa music and dancing