**CURRICULUM VITAE**

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| Name: ELVIS Nationality: CAMEROONIAN Visa status: Tourist VISAEmail: elvis-393272@2freemail.com  | **DSC_7378.JPG** |



**POSITION:Receptionist**

**Objective:**  To maintain a high level of professionalism and efficiency in delivery quality service and thus ensure satisfaction for all related stakeholders.

**EDUCATIONAL BACKGROUND**

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| **YEAR** | **INSTITUTION** | **CERTIFICATE** |
| 2004 | University of Buea | B.Sc. MANAGEMENT |
| 2001 | G.H.S Limbe | G.C.E Advanced Level  |
| 1999 | G.H.S LIMBE | G.C.E Ordinary Level |

**PROFESSIONAL EXPERIENCE;**

**October 2017 – Date** Receptionist / office boy

 **Duty.**

* **Maintain cleanliness of office**
* **Receives and direct incoming call to required staffs**
* **Filing of documents**
* **Checking and assisting in sending emails.**
* **Perform other duties as requested.**

**Nov. 2014 – June 2016 .**Admin Assist/ English Teacher.

**2010 – 2013 Accounts Clerk / cashier, Pendamboko Credit Union, CAMEROON**

**2005 – 2009 trainee / Marketing Officer ,Presbyterain Printing Press.**

**Achievement :**Most improved staff in 2018

**Area of competence.**

* Customer Service
* Well-versed in collecting payments for customer purchases.
* Competent at making change and keeping an accurate till.
* Proven ability to operate cash register and mange drawer.
* Demonstrated ability to respond and resolve customer’s request and concerns.
* Highly skilled in providing a timely, efficient and considerate customer service
* Accurate with mathematics and currency.
* Experience in displaying and restocking merchandise.
* Special talent for ensuring employer’s safety and sanitation expectations.
* Excellent written and verbal communication skills

***LANGUAGES:***

* English – Excellent
* French -- Average

# COMPUTER KNOWLEDGE

* Internet literate
* Knowledge of Microsoft words
* Knowledge of Microsoft Office

**Hobbies**

Love reading Magazines and journals on current affairs,Traveling, love listening to good music, playing football, engaging in educative talks,.

**Declaration:**

I hereby declare that, the above mention information is true and correct to the best of my knowledge and belief.

**Reference:**

Available upon request