

CURRICULUM VITEA

PERSONAL INFORMATION

Name ; Afuyah Christiana Ndah

Date of birth ; 25/12/1977

Nationality ; CAMEROONIAN

Contact No . ; +971526606732

Email. : ndahtiana@gmail

Address ; Dubai

Visa Status. : TOURIST



OFFICE ASSISTANT

PROFILE:

Determine to meet client's satisfactions, Quality Control where my rich experience and outstanding skills can be truly beneficial to your organization.

VISION & OBJECTIVE:

- Monitoring the use of equipment and supplies within the office
- Maintain cleanliness of office equipment, furniture and office
- Making and serving tea and coffee to guests and managers
- Prepare stationary for all shops and the head office
- Change printer cartridges
- Assist in board rooms to set up projector and laptop
- Filing documents as per the department requirement
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Delivering facsimiles and transmitting them.
- Laminating and binding documents as per the requests
- Helping the receptionist, secretaries, or other administrative assistants in
- Using a interest in hospitality and wish to work for one of the best employers in the area

Produce espresso coffees from espresso machines making them into cappuccino and lattes

- Maintain highest customer service standards & extensive knowledge of working in multicultural environment.
- Possess excellent written and verbal communication, documentation, professional development skills.

PROFESSIONAL EXPERIENCE

Office Girl at Glimpse TechNet In't Cameroon 2016-2018

Office Girl at Activspace Cameroon 2013-2016

SKILLS And Qualities

- Good taste of tea and coffee
- Expert in making all types of tea and coffee
- Expertise housework
- Neat, tidy and have a good appearance and able to work in a team
- Physically fit and quick to learn new/latest discoveries
- Self-motivated with the ability to contribute and be challenged
- Physically strong and able to stand for long hours - Manual dexterity
- Keen to learn, develop and maintain up to date knowledge.
- Demonstrate the highest level of customer service in all situations.

LANGUAGES CONVERSANT WITH:

- English and French

Education and Professional certificates:

GCE ordinary level

GCE advance level

Bachelor's degree