**PERSONAL SUMMARY**

With a commitment for job well done, I have a passion for excellent service and love to serve in a flexible environment. Also, I learn to serve with the desire to provide the most support and value to the organization

 **WORK EXPERIENCE**

**ADMINISTRATIVE ASSISTANT** @ GHULAM ALI ABDULLA TRADING **LLC – DUBAI**

**Main Duty 2019 to Present**

* Provide superior customer value and satisfaction by engaging in customer relationship management,
* Manage emails, packages, phone calls, and other forms of correspondence in a professional manner,
* Improved the filing method and make it easy for all staff to cross-reference and verify pass records,
* Preparation of daily sales invoices,
* Preparation of monthly and weekly quotations for customers,
* Price comparison of purchase invoices,
* Daily stock update.

 **SECONDARY AND HIGH SCHOOL TEACHER** @ **ANCILLA COLLEGE – CAMEROON**

**Main Duty**  **2012 to 2017**

* Classroom teacher form one to upper sixth in computer science and information and communication technology,
* Discipline master. Ensuring discipline in the school environment and instilling moral in students for good behavioral attitude in the society,
* Boarding Master. Supervising students during night preps, taking care of all arising situation face by students by my effective present on campus,
* Administrator. As an administrative staff, bring my own ideas by joining the other administrators to plan, prepare, strategize for the school year, day to day running of the school and other administrative and school issues.
* French teacher in the same school for one-year form one to three

**SECURITY GARD** @ ECOBANK CAMEROON (ESSOKA SECURITY COMPANY LTD CAMEROON) **2009-2010**

* Ensure security of workers,
* Ensure security of customers,
* Ensure security of the bank premises,
* Maintain order in the bank when there is disorder,
* Complete accurate and detailed reports of any incidents, accidents, or observations that occur during the shift.,
* Help customers to fill and operate the ATM machine when there is need
* Respond promptly to alarms, incidents, and emergencies, taking appropriate actions according to company protocols.

**EMPLOYEMT STATUS**

Available for immediate joining on an agreed date.

**SECURITY GAUARD**



0581734039

DUBAI

anneee7@yahoo.com

NCHUYEKE PAUL MANA

CAMEROONIAN

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**LANGUAGE**

***English*** *–* *Excellent in writing and speaking*

***French*** *– Excellent in writing and speaking*

***Indi/Urdu*** *– Basic Understanding.*

**QUALIFICATION**

* **Diploma Certificate in Pedagogy.**
* **Diploma Certificate in Information Technology (IT)*.***
* **Advanced Level Certificate. science**(*maths,phy,chem,biol*)
* **Ordinary Level**

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