

# CURRICULUM VITAE

## SANGUY MBOUMY

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### OBJECTIVE

Affirming for personal growth and career building where my experience will be further developed and utilized to ensure organizational growth, I pride myself in a positive and forward thinking attitude combined with a calm and professional demeanor to deliver accurate results.

### SKILLS

- Can communicate fluently in French, English “ Native” and German with basis in Turkish languages.
- Good computer skills S.A.P, Finance Plus and Microsoft package (word excel outlook PowerPoint.)
- customer service focus
- Time management and ability to prioritize tasks
- sales orientation
- verbal and written communication skills
- flexibility and the ability to adapt to changes in the short and long term leadership management and coaching skills
- Commercial awareness and business acumen.

### CAREER HISTORY

**BASF – CHEMETALL LIMITED ABU DHABI**  
**SALES OFFICER / ADMIN**

**MUSSAFAH ABU DHABI-UAE**

- Taking care of inquiries and sending quotations
- Handling purchase orders from customers within UAE and Middle East.
- Sending invoices to customers and following up with payment.
- Sending statement of accounts to customers and handling cheque collection and cash payment.
- Following up shipment from UK France and Germany.

- Following up with business trips and visas process.
- Handling courier and emails to customers and vendors.
- Taking care of telephone calls and handling some administrative tasks.

**CEMTECH GLOBAL ENGINEERING.**  
**FINANCIAL ASSISTANT**

**MAY 2016 - MAY 2018      CAMEROON**

- Processing accounting receivables and incoming payments in compliance with financial Policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Preparing bills receivable, invoices and bank deposits.
- Following up payment and sending statement of accounts to customers.
- Updates receivables by totaling unpaid invoices.
- Bank reconciliation.

#### **EDUCATIONAL BACKGROUND**

- Bachelor's degree in finance
- Advanced Level Certificate