

**Contact:**

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Location : Cameroon,
South west region,
Buea, molyko.

Education

- Bachelor Degree in Business Administration HIM's University Buea
- Higher Institute of Management Studies Buea.
2017-2018
- HND Diploma in Business Administration HIMs Buea
2013 - 2016
- C.C.A.S High School
2010 - 2012
Kumba
- C.C.A.S Secondary School
2004 - 2008 Kumba

FOMBAH FABRICE OFORGI

To secure career opportunity utilizing Management, Customer Relationship, Organization and communications skills to the benefit of customers retention And business growth. I am Goal and results oriented; a cross-functional team builder and dedicated problem solver with solid Follow through. Dependable and an Exceptional public speaker and meeting facilitator; especially for presentation and webinar.

JOB PROFILE

- **Company Name** : Fako Heart Hospital. (Cameroon, South west region
- **Customer** : Out patients and Hospitalized patients
- **Date of presentation** : From July 2019 to August 2021
- **Dept** : Secretary/Cashier
- **Role** : Track and manage patient cash flows, credit, and Insurance payments, while also assisting reception Staff with patient booking and in-clinic coordination.

ROLE AND RESPONSIBILITIES

- Provides a positive customer experience with fair, friendly, and Courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Process return transaction.
- Working the cashier register (processing payments, issuing receipts).
- Maintaining the inventory of products on store shelves.
- To make clients comfortable and improve their shopping experience.
- To keep workspace clean and tidy at all times. Bag, box and package all purchased materials.
- Medical secretary duties as such scheduling appointments, billing patients, and recording and correspondence.
- Check patients in and out, including the collection and verification of necessary information and documentation.
- Arrange patient referrals.
- Greet patients and visitor.
- Prepare and maintain patient charts, records and medical histories.

MANAGEMENT SKILLS

- Time management.
- Leadership quality.
- Manpower plan & shift schedule.
- Supervising Motivating and Collaborating Team members.
- Planning and Organizing Work Events.
- Interpersonal communication.
- Customer Service and Critical thinking
- Actively listening and Adaptability.

SOFTWARE SKILLS

- MS - Office Product (Excel, PPT, Word, WPS office, Data Analysis).
- Windows operating system

SKILLS

- Reporting skills
- Safety management
- Lifting deals with uncertainty
- professionalism

LANGUAGES:

- English
- French

PERSONAL INFORMATION

Name : fombah fabrice oforgi

Sex : Male

Marital status: single

Religion: Christianity

JOB PROFILE

- **Company Name** : Njieforbi Supper Market.(Cameroon,SWR,Buea)
- **Date of present** : From September -2021 to December - 2023
- **Dept** : Assistant Inventory Manager (Merchandiser)
- **Role** : Oversees team of inventory or warehouse employees.

Manages inventory tracking system to record deliveries, Shipments and stock levels.

ROLL AND RESPONSIBILITIES.

- Reporting discrepancies between physical counts and computer records.
- Maintaining and updating records.
- Distributing or stocking merchandise.
- Receive and inventory stock.
- Counting materials, equipment, merchandise or supplies in stock.
- Analyses daily product and supply levels to anticipate inventory problem and shortage.
- Creating and organizing promotions and advertising campaigns.
- Collaborating with suppliers, manufactures, and retailers to ensure proper execution.
- Ensuring retailer compliance with merchandising strategies.
- Ensuring that the shelves of a retail store are stocked with products and displays them accordingly for customers.
- Research new product and category opportunities for employer's brands.
- Work to improve processes to build better efficiency.

DECLARATION :

- I hereby declare that all the information provide above is true to the best of my knowledge.