**FEDELIS FOMOLO**

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**NATIONALITY:** Cameroonian

**CAREER OBJECTIVE**

Motivated Administrative officer with good skills in Administration, Human Resources, and Finance aspiring to work in a challenging and innovative environment where my education and experience will contribute to the growth and success of the organization.

**EDUCATION**

2011-2014 – **Master degree in Business Administration (MBA)** focus on Human resources, Finance and marketing. Eastern Mediterranean University Cyprus ([www.emu.edu.tr](http://www.emu.edu.tr))

2003-2007 –**Bachelor degree (Honors) in Law and logic (LLB**) University of Buea Cameroon ([www.ubuea.cm](http://www.ubuea.cm))

**WORK EXPERIENCE**

**January 2020 – May 2021: Centre for Health Promotion and Research/TB Reference Lab Bamenda-Administrative Officer**.

-Assist in administration of grants to ensure implementation and reporting in line with funder requirements

- Compile and maintain a database of international and local donor and funding organizations; regularly monitor donor websites and identify and identify funding opportunities matching the work of the organization

-Assist to develop and maintain information about the organization (newsletters, reports, etc)

-Use data analysis software (eg. Excel) to create and update graphs, charts, and tables for program monitoring and reporting

-Review and contribute to the continuous improvement of policies, procedures, and systems to increase the effectiveness of service delivery and administration of projects

-Assist in the recruitment, hiring and orientation of personnel

-Compile, update and manage employee records, assignments and leave requests

-Process documentation and prepare reports relating to personnel activities including staffing, recruitment, training, grievances, and performance evaluations

-Communicate human resources policies, procedures, laws, and standards to new and existing employees

-Participate in development and maintenance of the quality management system in accordance with ISO 15189 standards

-Other duties as assigned, depending on the needs of the organization

**Jan 2018 – Dec. 2019: Cameroon Baptist convention health services/ HIV FREE Littoral (PEPFAR/CDC/CBCHS PROJECTS)-Administrative and Finance Clerk.**

**Key Responsibilities**

-Organized and scheduled meetings and appointments.

-Book travel arrangements and managed the agendas of manager and Assistant manager.

-Managed staff appointments; oversee and supervise the work of junior staff.

-Managed the day to day cash transactions of assigned sites

-Summarize cash needs of sites every week and present to the manager (through the Finance Officer for payment approval.

-Work with project accountant to program payment on approved cash requests for assigned sites.

-Program weekly payments on RFO for various service components with various teams at sites.

-Assess and prepare communications credit payments for stakeholders at sites

-Reconcile all receipts and payments with accountant/Finance officer on a weekly basis.

-Ensure payments of per diems and other logistical needs at sites during onsite training activities, meetings, and other activities that are organized onsite.

-Distribute vouchers to eligible clients on the recommendation of the site lead/mentor and reconcile vouchers on weekly basis.

-Perform other duties as assigned.

**2016- 2017:Care organization for Rural Assistance- CORA Cameroon (**[**www.coraline.com**](http://www.coraline.com)**) HR and Executive Assistant.**

**KEY RESPONSIBILITIES**

**-**Supported the director with all HR and all other administrative matters related to the organization

-Supported the director in handling personnel matters including recruitment, training, administration and welfare.

- supported the director in organizing meetings, conferences and seminars.

-Arranged all official travel for staff members on appointment, mission and leave

-Supported the projects manager in proofreading and in the execution of projects and follow up.

**2013-2015: Noah’s Ark Deluxe and Hotel and Spa Famagusta North Cyprus.(**[**www.noahsark.com.tr**](http://www.noahsark.com.tr)**)** HR Assistant.

**Key Responsibilities**

-Provided information and assistance to staff, supervisors and counsel on human resource and work related issues.

-Developed and implement a human resources plan and personnel management policies and procedures.

-monitored staff performance and attendance activities

-Provided advice and recommendations on disciplinary actions.

-Provided basic counseling to staff who have performance related obstacles

-Provide staff orientations

-Assisted in coordinating staff recruitment and selection process in order to ensure a timely organized procedure is used to hire staff. Also participate in applicant interviews and inform successful applicants

**PERSONAL SKILLS & COMPETENCES**

▪Excellent computer skills (MS Word, Excel, PowerPoint, SPSS,)

▪Fluent in English and good working knowledge of French and Turkish)

▪Excellent people management acumen

▪Superb mastery and application of Cameroon’s Labour Code

▪Excellent presentation, communication, influencing, negotiation and writing skills

▪Effective under pressure and open to flexible working hours.

**REFERENCES**:

1. Ngam Cletus. Administrative and Finance Coordinator. Centre for health promotion and Research Bamenda.Email:**ngamcletus5@gmail.com.Tel:+23767971177.**

2. Prof.Cem tanova. Director of graduate institute Eastern Mediterranean university Turkey. Email:cem.tanova@emu.edu.tr. <tel:+905338623088>

3.Dr Kum Kang Walters.PEPFAR/HIV FREE LT project manager. <Tel:+237675414175>.