



JOSEPH BROWN MEENDE TCHAMEN

CONTACT AND PERSONAL DETAILS

971545218920

Meendejoseph@gmail.com

Male

Cameroonian

SKILLS

Microsoft office tools

Attention to details

Documentation

Customer service

Good negotiation

Strong communicator

Inventory control

Ability to work under pressure

Natural team player

Quick learning

PROFILE

A highly organized, efficient and motivated team player, who is keen to progress in organization. Able to deliver an excellent service to clients and exceeds their expectations. Have the strong capacity bringing daily task to completion.

WORK EXPERIENCE

Office Assistant. Ahli United Bank BSC – DIFC Dubai,
United Arab Emirates (April 2022 – February 2025)

- Overseeing clerical tasks such as scanning, filling, binding, sorting and sending mail
- Maintaining files
- Keeping an inventory of office supplies and ordering new materials as needed
- Welcoming and directing visitors
- Answering phone calls
- Taking and delivering messages
- Sending and receiving couriers both document and non-documents.
- Ensuring the office runs smoothly
- Organizing and supervising office cleaning and maintenance.

LANGUAGES

English

French

REFERENCE

Available on request

Cleaning Service Coordinator. Best White Cleaning Service (March 2020 – Apr 2022)

- Handle departmental activities and other administrative responsibilities
- Establish and enforce cleaning routines, checklists, and quality control measures.
- Oversee deep cleaning projects and ensure completion of seasonal or periodic maintenance tasks.
- Maintain records of cleaning activities, inventory and staff attendance
- Prepare reports and cleaning maintenance task issues

EDUCATION HISTORY

Certificate of Office and Documentation, Jun 2019 - Jan 2020

Documentation and Design Institute Edea, Cameroon

Advance Level Certificate (Sciences) Sep 2018- Jun 2019

Government Bilingual Secondary School Edea, Cameroon