

JOSEPH BROWN TCHAMEN MEENDE

DUBAI-UAE

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Personal Information

- Nationality: Cameroonian
- Gender: Male
- Civil status: Single
- Religion: Christian
- Resident visa

Education Background

- General Certificate of Education (GCE)
2018-2019 (High School Certification)

Skills

- Natural team player.
- Well organized.
- Purchasing.
- Inventory control.
- Microsoft office tools.
- Quick learner.
- Strong communicator.
- English and French speaking.
- Attention to details.
- Customer service
- Ability to work under pressure.
- Documentation.
- Data entering.

PROFESSIONNEL SUMMARY

Over four years of experience working in the UAE. I have through the years accumulated relevant skills which some of them are: Data entering, receptionist with exceptional customer service, inventory tracking, store management, parking and maintenance, efficient team player with good communication, purchasing and delivery, knowledge in Microsoft office tools and technical equipments, I am as well a multitask, who can deliver under minimum supervision, under pressure and timely.

EXPIRIENCE

Office Assistant (2022-present)

Ahli United Bank - Dubai, United Arab Emirates

- Scan, File, Organize, and store documents.
- Give administrative assistance to staff as needed.
- Typing, printing, binding, and filling documents.
- Maintain confidentiality regarding sensitive documents and accounts.
- Assisting reception and providing support to the front desk operations.
- Answering customer inquiries and forwarding calls.
- Assist IT with different tasks as required.
- Preparing conference room for clients and staff meetings
- Preparing and serving coffee, tea, and other amenities to clients, guests, and executive managers in a prompt and courteous manner.
- Ensuring all issues are reported to the Office Manager in a timely manner
- Controlling supply inventory for stationery, pantry, and cleaning materials.
- Ordering and tracking supplies until delivery.
- Send and Receive couriers both document and non-documents.
- Ensuring that the workplace is neat and presentable for visitors

Languages

English

French

References

Available on request.

and client.

- Organizing and maintaining office common areas.

Housekeeping (2020 -2022)

Superfine Facilities Management – Dubai, United Arab Emirates

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensure all rooms are cared for and inspected according to standards
- Protect equipment and make sure there are no inadequacies
- Notify superiors on any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking level of all materials and replace when appropriate
- Monthly inventory
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices