

Name: Djoumessi Fonkem Tarcisius

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Visa status: own visa

SUMMARY STATEMENT

A dedicated administrative assistant with 6 years of experience managing large and small offices. I have worked with numerous branches including academic milieus, which allows me to facilitate an efficient work flow and improve communication between multiple departments. Very proficient with Microsoft office. Seniors executives consistently rely on me to maintain schedules, oversee meetings and improve customer relations.

QUALIFICATIONS

- Document filling
- Problem solving
- Strong organizational skills
- Multiline telephone system
- Decision making
- Good at typing

EDUCATION

- Bachelors in law and political science, university of Dschang.
- Advance level certificate from London GCE syllabus
- Ordinary level certificate from London GCE syllabus
- Microsoft literate

WORK EXPERIENCE

June 2022 to May 2024, Construction Administrative Assistant, ALUM Contractors

- Developed a list of industry contacts including vendors, subcontractors and town officials

- Tracked expenditure to ensure budget compliance and notified project manager of any overages
- Processed change orders and entered same into project management software to ensure all changes were up-to-date and approved
- Maintained excellent communication with customers, vendors and management to ensure all parties were updated on project progress and any approved changed order
- Produced project status report as requested
- Developed customer satisfaction survey and conducted survey after project completion. As a result, areas of weakness were identified and addressed

October 2017 to April 2022, Education Administrative Assistant of the Dean of the faculty of arts University of Buea

- Coordinate office procedure and implement and implement processes to ensure seamless flow of communication and work product.
- Managed Dean calendar using discretion to handle quickly changing circumstances and needs.
- Planned several meetings, training sessions and conferences headed by the Dean
- Compiled and analyzed data to prepare reports and presentations
- Recorded and transcribed minutes of executive and board meetings
- Greeted visitors, sorted and prioritized mails and handled other reception duties
- Processed purchase orders and managed office supplies
- Managed travel arrangements for department heads

- Coordinated meetings and in-service training sessions related to departments goals

RELEVANT SKILLS

- Good communication skills both written and verbal
- Experience in planning, coordinating and facilitating meetings and conferences and very attentive to details
- Good at time management especially when it comes to brief and unprogrammed meetings.
- Problem solving especially concerning issues amongst staff
- Proficient in Microsoft office applications
- Can work as a team and independently

LANGUAGES

- English
- French