# CURRICULUM VITAE

**NTOH YUH JULIETTE**

**Mobile: +237 99695044**

**Email : damassy95@yahoo.com**

**KEY AREAS OF COMPETENCE**

* Customer Management
* Human Resources Management
* Production Management
* Administrative Support
* Sales

**PROFESSIONAL SKILLS**

* Excellent inter-personal communication
* Good mastery of marketing communication
* Team –work

**Career objective:** Work in an institution that offers opportunities for career development.

1. **PROFESSIONAL EXPERIENCE**

**2016 – 2018: MURPHESI LAW FIRM (Career Builder/ Administrative Assistant)**

**My key roles were to assist in litigation and trial procedures. I was in charge of filing cases and managed correspondences in the office. I indulged in organizing company seminars and workshops, with their co-partners and sponsors.**

**2012 – 2015: ANEMBOM CONSULTANCY, A NON-GOVERNMENTAL ORGANISATION**

**(Project Assistants)**

My responsibilities have increased from basic office work on project files- correspondences,

Proposal checks for conformity to participation in field work. My present functions include:

Training of communities on sustainable resources management especially water

Development and implementation of catchment protection measures

Project follow up - technical and financial realization of project targets

Representation of Anembom Consulting in various NRM networks

**2012 (03 months): BAMBUIY ENGINEERING SERVICES/ TECHNIQUES** (Administrative Assistant).

**Key responsibilities**

* Management of mails
* Management of documents
* Developing correspondences
* Reception
* Management of employee data base

**2011 (03 months) ORANGE NETWORK BRANCH COMPANY CAMEROON** (Intern).

**Key activities**

* Coordinating sales of Orange products
* Recruitment of sales agents
* On-the-job training of sales agents
* Creating customer awareness of Orange products
* Development of promotional campaign strategies

**2010 (02 months) BAYELLE COORPERATIVE CREDIT UNION** - MICRO FINANCE INSTITUTION (Intern).

**Key activities**

* Customer management
* Management of loans
* Signing out of cash

**2009 (02 months) GUINESS CAMEROON BAMENDA –** BREWERY INDUSTRY **(Intern**).

**Key activities**

* Inventory control
* Checks and balancing
* Customer supervision

**2008 (03 months): GP-DERUDEP A NON GOVERNMENTAL DEVELOPMENT PROJECT** (Intern).

**Key activities**

* Management of mails and other correspondences
* Documentary analysis and feedback
* Management of micro-projects
* Customer management
* Administrative support to the Project Coordination Unit

1. **SEMINARS ATTENDED:**

* JCI (JUNIOR Chamber International) Effective Presentation Course- Limbe.
* JCI Training Work-shop on the following modules/
* Knowing JCI.
* Chapter Management.
* ‘Your Year as a Leader’.
* The Art of Public Speaking.

1. **EDUCATION PROFILE:**

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| --- | --- | --- |
| **QUALIFICATION OBTAINED** | **YEAR** | **INSTITUTION** |
| ADVANCE DIPLOMA IN MARITIME ADMINISTRATION  BACHELORS DEGREE IN BUSINESS MANAGEMENT | **2018/2019**  2009/2010 | **International Maritime Law institute Malta.**  National Polytechnic Bambui- Bamenda |
| HIGHER NATIONAL DIPLOMA IN BUSINESS MANAGEMENT | 2006/2008 | National Polytechnic Bambui- Bamenda |
| G.C.E ADVANCED LEVEL CERTIFICATE (03 papers) | 2003/2005 | P.C.H.S Mankon |
| G.C.E ORDINARY LEVEL CERTIFICATE (05 papers) | 1997/2002 | Our Lady of Lourdes College, Bamenda |
| FIRST SCHOOL LEAVING CERTIFICATE | 1992/1997 | P.N.E.U Classical Nursery and Primary School, Bamenda |

1. **LANGUAGE PROFICIENCY:**

ENGLISH LANGUAGE: GOOD (Expression, Reading and Writing).

FRENCH LANGUAGE: FAIR (Expression, Reading and Writing).

1. **PERSONALITY AND MORALS:**

Patient, Respectful, Bold, Gentle, Out-spoken, Hard-working, Tolerant, God-fearing,inquisitive.

1. **HOBBIES:**

Reading, dancing, singing, playing basketball/volley ball, surfing the internet, watching movies.

1. **ATTITUDE TOWARDS WORK:**

Hard-working, open to new challenges, good inter-personal skills, ability to learn fast and work under pressure, flexibility at work, team-work skills.

1. **COMPUTER KNOWLEDGE:**

* Knowledge of MS word.
* Knowledge of Excel.
* Accuracy in typing.
* Power-point.

**MEMBER OF JCI (Junior Chamber International) BAMENDA CHAPTER**.