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CURRICULUM VITAE

OBJECTIVE To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
Secure a responsible career opportunity to fully utilize my experiences and skills, while making a significant contribution to the success of the company.
Seeking an entry-level position to continue my career in a high-level professional environment.

SKILLS & ABILITIES Accountancy/Payroll/ Management/ Supervision
Advanced Computer Skills
Sage Pay, Sage Accounts, Sage 500
MS Excel, MS Word, MS Access.
Driving, Teaching.

EXPERIENCE □ TEACHER/ IT TECHNICIAN, ADCOM IT ACADEMY

August 2013 - April 2014

Teaching Computer fundamentals, Software application, Introduction to windows Operating System

Introduction to Linux Operating System, etc.

Maintenance and supports, Computer Repairs and Assembly, Installation, formatting and upgrading, Building/Troubleshooting LAN for office and cyber spaces.

□ FEILD ACCOUNTANT, CAMEROON TEA ESTATES S.A (C.T.E) TOLE PLANTATION

May 2014 – October 2015

Read, register and maintain records of individual and total kilograms of green leaf, Calculate individual plucker's salary for payment and Carryout supervision duties in the field.

□ PAYROLL OFFICER/ACCOUNTANT/SECTIONAL MANAGER C.T.E TOLE PLANTATION

October 2015 – April 2020

Tracking employees (hours worked, vacation time, sick time), withholding taxes, reporting wages and submitting different reports to various government and non-government agencies. Utilizing the advancements in technology, including computer software, time tracking equipment and remotely hosted applications.

Records data related to salaries, wages, overtime, bonuses, deductions, withholdings, garnishments related to the entities, employees, owners or partners paid for services provided during a specific period of time.

Identifying employees, calculating the pay and payroll taxes, recording the payroll transactions, making the payments, and completing required CNPS and other state payroll tax forms.

Controlling financial policy, and formation of planning, preparation of the budget, cost control, evaluation of employees' performance, Prevention of errors and frauds. Analysis of the interested parties, including the management.

MANAGER, C.T.E WORKERS' CLUB TOLE

PLANTATION August 2016 – April 2020

Supervising sales.

Managing sales and purchase Taking invoice.

Making negotiations for partnerships.

Submitting monthly balance sheet to the Plantation management.

EDUCATION

- 2007 - **B.G.S – BUEA- G.C.E. O-LEVEL** 2009 - **G.H.S – BUEA- G.C.E. A-LEVEL**
- 2011 - **DESA – BUEA- ATTESTATION IN COMPUTER BASICS**
- 2012 - **ADCOM IT ACADEMY – BUEA- DIPLOME IN COMPUTER NETWORKING / MAINTAINANCE AND REPAIRS**
- 2013 - **ADCOM IT ACADEMY – BUEA- DIPLOME IN DATA BASE ADMINISTRATION/ PROJECT MANAGEMENT.**
- 2013 - **UNIVERSITY OF BUEA- BSC IN ACCOUNTANCY.**

COMMUNICATION Can speak advanced English and basic French

LEADERSHIP

Held positions such as;

- Sectional Manager, Office and General Section, CTE Tole Plantation 2015 - 2020
- President of TY4D (Tole Youths For Development) 2012 – present.
- General Coordinator GMEYA (General Mengom Youths Association Cameroon).

REFERENCES

GENERAL MANAGER,
CAMEROON TEA ESTATES S.A

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