

Profile

Business Administration graduate (Marketing: prospecting, selling, customer care), 2024. Internships in loan processing, customer service, accounting and front desk; currently babysitter supervising children and household tasks. Skilled in Microsoft Office, communication and teamwork; fluent English, intermediate French.

Professional experience

- Babysitter

Feb 2025 - Present

Private Household, Yaoundé

 - Supervised two children: daily safety, school escort and homework support
 - Managed household chores: cleaning, laundry and tidy environment

Intern – Loan Office & Customer Service

Aug 2023 - Sept 2023

Bayelle Cooperative Credit Union, Bamenda

 - Processed loan applications and advised customers on credit services
 - Managed front desk reception and directed inquiries to relevant departments

Intern – Accounting, Control, Kitchen & Housekeeping

Aug 2022

Blue Pearl Hotel, Bamenda

 - Supported accounting and internal audit processes
 - Assisted kitchen and housekeeping operations to meet service standards

Languages

English

French

Fluent

Intermediate

Interests

Handball

Music

EDUCATION

- Bachelor's Degree in Business Administration – Marketing (Prospecting, Selling and Customer Care)

Higher Institute of Commerce and Management, University of Bamenda, Bamenda | 2024

GCE Advanced Level

Shakespeare Bilingual College, Yaoundé | 2021

GCE Ordinary Level

Shakespeare Bilingual College, Yaoundé | 2020

Certificate in Leadership

Noble Influence Academy (NIA)

Certificate in Singing

Saint Anthony of Paudau Choir

SKILLS

- TECHNIQUES

 - Customer Service
 - Loan Processing
 - Accounting
 - Microsoft Office (Word, Excel)
 - Childcare
 - Housekeeping
 - Front Desk Operations
 - Marketing
 - Internal Control
- SOFT SKILLS

 - Adaptability
 - Teamwork
 - Patience
 - Communication
 - Reliability