**CURRICULUM VITAE**

Name: Ebot Shalom Enih  
Address: BUEA, SWR  
Status: Single  
Nationality: Cameroonian  
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**CAREER PROFILE**

I am a motivated, adaptable and responsible Graduate from the University of Buea with a Bachelor's degree in Environmental science. I have 4years of working experience as a sectary, with good administrative skills.

I have extensive work experience in different working environments, giving me varied skills and the ability to work with many different types of people. I believe I would fit easily into any working environment or teams. I have empathy passionate about my job, experienced and confident, respectful of everyone’s choice, reliable and dedicated, trustworthy ,honest and good communicator (English), Apt knowledge in an experience in Support working, working in line with clients support plan.

* Proficient in Microsoft word
* Health safety and welfare
* Motivate people and create a great climate of work
* equality diversity and Human Rights
* Very dynamic and highly interactive, hardworking, duel so much on team work
* Good Knowledge of key environmental issues Smart and innovative
* Quick to adapt to new and unusual situations, creates simple fun.

**QUALIFICATIONS**

**October 2023- present: Database Management**

Landmark Metropolitan University Buea

**October 2017 – July 2020: Bachelors of Science in Environmental Science**

University of Buea-Cameroon

**Sept 2013 - June 2016:**   **Advance level certificate:**

(CCAS) Cameroon College of Arts and Science Kumba

**Sept 2007 - June 2013 Ordinary Level Certificate:**

CCAS Cameroon College of Arts and Science Kumba

**Sept 2001 – Sept 2007:**  **First School Living Certificate**

True church of God Nursery and Primary School Kumba

**Employment History:**

**Sep 2021 – Feb 2024 Uncle Claude Documentation Buea**

**Position: (Secretary)**

**Duties:**

* Assist in works in the documentation such as centre photocopying, typing, editing, printing of documents
* Spiral binding of documents
* General cleaning of the institution
* Relating information from customers to the manager

**July 2021 – August 2021 Cameroon General certificate of education Board (GCE )**

**Position: secretariat**

**Duties**

* Assisted in arranging documents for making
* Coding of documents meant for marking
* Inputting data on the computer

**Feb 2020 – June 2021: Rudy Documentation University of Buea**

**Position: (Secretary)**

**Duties:**

* Assist in works in the documentation such as centre photocopying, typing, editing, printing of documents
* Spiral binding of documents
* General cleaning of the institution
* Relating information from customers to the manager

**Nov 2016 – Oct 2017 Pastor Lovert Documentation Kumba**

**Position: (Secretary)**

**Duties:**

* Assist in works in the documentation such as centre photocopying, typing, editing, printing of documents
* Spiral binding of documents
* General cleaning of the institution
* Relating information from customers to the manager

**AWARDS**

- 2021: Certificate of participation on the 2021 world ocean day in a cleanup

Campaign organized by ASCOA along the Batoke coastal beach.

- 2020: Certificate of participation in a capacity building campaign on save

The environment, by faculty of science association university of Buea

- 2019: Certificate of participation for workshop on Eco-friendly practice, by HOWOYA and American Corner University of Buea.

**TRAININGS, WORKSHOPS AND SEMINARS**

- Eco-friendly practices the gateway to sustainable development by hope for the world youth association (HoWoYA), environmental education academy in partnership with American Corner University of Buea.

- Capacity building campaign on save the environment on the theme "it's Time

for The Environment", by faculty science association and environmental student

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| **LANGUAGE SKILLS** | **Spoken** | **Writing** | **Reading** |
| ENGLISH: | Very fluent | Excellent | Excellent |
| FRENCH: | Fair | Fair | Good |

**HOBBIES**

Love volunteering, Research, travelling, music, Sports, culture, farming, cooking, Business, swimming, sharing experiences and Adventure, Socializing and entertaining

**REFERENCES**- Prof. Nkwatoh Fuashi A. (HOD of Environmental Science department-University of Buea.)  
- Dr. Asong Fred (lecturer at university of Buea) [asongzisuh@yahoo.co.uk](mailto:asongzisuh@yahoo.co.uk)   
- Ahmed Moumine (Coordinator of Think Green Cameroon) [ahmedmoumine100@gmail.com](mailto:ahmedmoumine100@gmail.com)

**DECLARATION**I attest that all information’s present here are mine, and will give proof of any further documents when relevant.