

TANDO ZITA-BELLA MUGOB

Date of Birth: 13th October 2004

Email: tandozitabella@gmail.com

Contact: (+237) 674 216 574

Address: CAMEROON, Yaounde, Kondengui.

SUMMARY STATEMENT

Resourceful and dynamic, Self-directed and detail-oriented professional with the ability to work on multiple projects by providing solutions to complex problems while maintaining strict confidentiality.

EDUCATION

Pursing a Bachelor of Science in Information System and Networking

ICT University - October 2022 - Present

Level 2 student

Relevant Coursework: Programming Languages, Data Structures, Algorithms, Computer Networks, Database Management, Web Development.

GCE Advanced Level - JUNE 2022

Divine International College , Anguissa - Yaounde, Cameroon.

GCE Ordinary Level - JUNE 2020

Divine International College , Anguissa - Yaounde, Cameroon.

AWARDS, ACKNOWLEDGEMENTS & CERTIFICATIONS

- Certificate of Marketing, awarded by ICT University for successful completion of a marketing course. - **26th April 2023 – 15th March 2024**
- Hult Prize on Campus Award, received at the ICT University for outstanding contribution and participation in the Hult Prize competition. - **28th February 2024**
- Course Certificate of Linux Cloud and DevOps. - **23rd April 2024**
- Course Certificate of Database Structures and Management with MySQL.- **26th May 2024**
- Course Certificate of Securing Linux Systems. - **31st May 2024**
- Course Certificate of Introduction to Database. - **07th May 2024**
- Course Certificate of Managing Linux Systems. - **10th May 2024**
- Course Certificate of Linux Fundamentals. - **12th May 2024**

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EXPERIENCE

ICT UNIVERSITY | Messasi, Zoatupsi, Yaounde.

Intern – Registrar's Office

9th October 2023 – Present

- Assist with maintaining and updating student records to ensure accuracy and confidentiality.
- Collaborate with various departments within the university to facilitate smooth communication and support academic activities.
- Utilize strong problem-solving and organizational skills to contribute to the overall efficiency of the Registrar's Office.

SKILLS

- ✓ Microsoft Office, Excell, Powerpoint, Publisher, HTML & Typing.

LANGUAGES

- ✓ English and French.

REFERENCES

Miss EKANE LESLEY AURIELLE

Assistant Registrar at The ICT University

(+237) 675 925 762

Mme MARGUERITE NANETTE NGAMBITA

Coordinator of the Marketing Department at The ICT University

(+237) 682 388 572

Mr MUEGUE AMSTRONG

Current Principal of Divine International College

(+237) 651 132 215

Mr TABI WILLIAMS MBAH

Former Principal of Divine International College

(+237) 690 226 996

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